



Higher Education Research and Development Society of Australasia Inc

HERDSA NATIONAL/BRANCH EVENT INFORMATION

To set up a HERDSA national and branch event (F2F/online) please complete this form and email it to Kwong Nui Sim k.sim2@cqu.edu.au

Do NOT use this form for Webinars as Webinars have a separate form found on the <https://www.herdsa.org.au/herdsa-webinar-series>

Please note, that you must include an event venue/registration or webinar link (e.g., Eventbrite or Zoom) that can be included in the publicity for the webinar (see table below). Once this event application has been approved, Kwong Nui will add the event to the HERDSA calendar and email you to let you know. Please ensure to check [HERDSA Event Calendar](#) prior to scheduling your event to avoid a clash with other HERDSA events/activities. The communications team will be informed by Kwong Nui and they will organise for advertising on the:

- HERDSA Website (office@herdsa.org.au)
- HERDSA Notices (office@herdsa.org.au)
- Social media (comms@herdsa.org.au)
- Via the HERDSA branches (julia.choate@monash.edu)

Name of person applying for Event and HERDSA membership number	
Email and Phone contact	
HERDSA Branch	
Date Scheduled	
AEST Time Scheduled (Use Australian Eastern Standard Time)	
Format of Event	F2F/online
Physical venue or Eventbrite or Zoom link to be provided on the publicity and registration	
Event Title	
Event Presenters	
Photos on Social Media	Yes or No (Please indicate) If Yes provide image (an image representing theme of your event or presenters profile pic)

Advertising

(HERDSA Notices and Website, Branches and Social Media)

Summary of the event (100 words max)

How does the event align with the HERDSA strategic direction? (50 words max)

Privacy information

Please note: The event will be recorded and made available later as a video on the HERDSA YouTube Channel. Presenter/webinar organizer must inform attendees prior to starting the recording. Attendees are asked to bear this in mind if/when engaging with the presenters or other attendees during the event.

Webinar organizer/presenter is responsible to send the recording of an online event to social media (comms@herdsa.org.au) for uploading on to HERDSA YouTube