



Higher Education Research and Development Society of Australasia Inc

HERDSA OFFICE WEBINAR INFORMATION

To set up a HERDSA Webinar please complete this form and email it to
Kwong Nui Sim knui@icms.edu.au

Please note, that you must include a registration or webinar link (e.g., Eventbrite or Zoom) that can be included in the publicity for the webinar (see table below). Once this webinar application has been approved, Kwong Nui will add the webinar to the HERDSA calendar and email you to let you know. 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 Webinar and HERDSA membership number	
Email and Phone contact	
HERDSA Branch	
Date Scheduled	
AEST Time Scheduled (Use Australian Eastern Standard Time)	
Eventbrite or Zoom link to be provided on the publicity and registration	
Webinar Title	
Webinar Presenters	
Photos on Social Media	Yes or No (Please indicate) If Yes provide image
Advertising (HERDSA Notices and Website, Branches and Social Media)	

Summary of the webinar (200 words max)

How does the webinar align with the HERDSA strategic direction? (100 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 to social media (comms@herdsa.org.au) for uploading on to HERDSA YouTube