



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 kwongnui.sim@aut.ac.nz

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 (drmanishathakkar@gmail.com)
- Via the HERDSA branches (julia.choate@monash.edu)

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|---|--|
| Name of person applying for Webinar and HERDSA membership number | |
| Email and Phone contact | |
| HERDSA Branch | |
| Date Scheduled | |
| Confirm date | <i>Please indicate that you have loaded your proposed webinar onto the branches HERDSA webinar google sheet (to check that there are no clashes)</i> |
| 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) |
| Advertising (HERDSA Notices and Website, Branches and Social Media) | |

Brief bio (100 words max)

Photos (head shot) for presenters - these will only be used for the website and social media

Summary of the webinar (200 words max)

How does the webinar align with the HERDSA strategic direction? (100 words max)

If possible, a Twitter handle and/or a LinkedIn username for the webinar publicity.