

#HASHTAGS



ADVERTISE EVENT ON CHE WEBSITE

Email the National Office (emotions@uwa.edu.au) with details of your event when it is in the early planning stages.

See the Communications Request Checklist below. The minimum requirement to post your event on the CHE website is an event title, confirmed date, location, event contact and image.

While we encourage you to have as much information confirmed as possible, content can be added/edited as needed. Social Media will be scheduled around the event.

Note that the node initiating the event is ultimately responsible for producing its own promotional materials, which should conform to the CHE Style Guide.

When you have a URL for the event, please be sure to circulate through all available channels within your school and university.

Please ensure that all text follows the CHE Style Guide and has been signed off and approved by your node leader before you send it to the national office.

Images: Please send a high resolution image (300ppi or above or 200dpi or above), accompanied by a citation. Please note that the image must be in the public domain, or you must have secured permission to use the image. We suggest that you use the same image for all promotion regarding your event.

For ease and consistency, we have produced a checklist below that you can complete and send to the national office when initiating communications assistance – emotions@uwa.edu.au

COMMUNICATIONS REQUEST CHECKLIST

Event contact name and details:	
Title of Event: Event contact for enquiries:	Date(s): Time(s): Venue: Registration details, including deadline: Names(s) of event convenor(s):
Speaker(s) Name, Title and Affiliation:	Speaker(s) contact details :
Speaker's bio (if multiple, please attach in a Word document):	Abstract (if multiple, please attach in a Word document):
Any partner organisations? If so, please list correct names: (Please attach logos as .jpeg if you have them)	
Do you have an image in mind for your event? Please provide details: (If you have a copy, please attach a high res copy complete with citation and source details)	Is this image in the public domain? Or, has permission been secured for image? Please provide details:
Is this event being recorded? If yes, audio or video? If yes, are you interested in the possibility of a podcast, or of video segments being made publicly available on CHE's vimeo channel?	Has permission been sought from speakers? Or, what arrangements have you made to obtain permission from speakers?
Social Media: Do you anticipate/have you planned live-Tweeting of the event?	Do you have a hashtag in mind for event? Do you know of speakers/participants who are on Twitter?