

**Terms of Reference**  
**Association of Architecture Schools of Australasia**  
**Curation of Webinar Event**

# AASA

share your passion with the world

# WEBINARS

The Association of Architecture Schools of Australasia (AASA) invites academics and practitioners to propose and moderate a webinar (or webinar series) as part of the AASA's initiative to bring high level intellectual content to the Australasian and international community. By running a Webinar through the AASA, moderators are provided with a platform to advance their research agendas through engaging with the AASA community, and discuss topics that are relevant to architecture, design, and the built environment.

This document outlines the procedural workflow for moderating a webinar event with the AASA. It highlights the key milestones and associated timeframes for the event; as well as provides guidance on webinar themes and formats.

## Background

The AASA is providing a platform for researchers, academics, and practitioners to engage with the AASA community by inviting proposals to moderate a webinar. Through this process, the person (or team) leading the proposal will take authorship over the topic, speakers, and format of the webinar (or series).

## Eligibility

The AASA Webinar proposals are open to researchers (including PhD students), academics or practitioners from Australia, New Zealand and PNG. Proposals from international institutions are also welcome.

## Context and Responsibilities

To submit a proposal for a webinar, please consider the following guidelines and responsibilities:

### Guidelines:

1. The webinar will be held online and must have a length of 1 hour.
2. The webinar can have a single speaker or multiple speakers.
3. The webinar must have a moderator (this is usually the person proposing a webinar).
4. The webinar must allocate the last 15 minutes to discussion (either with the audience and/or amongst the panellists).
5. The suggested format for a typical webinar is:
  - a. 5 Minutes introduction
  - b. 20 Minute for Panellist 1
  - c. 20 Minutes for Panellist 2
  - d. 15 Minutes Discussions
6. We accept proposals for a *webinar* or *webinar series*. The maximum number of webinars per series is 3 webinars. If you are proposing a webinar series, webinars will be delivered every 2 weeks.

### Responsibilities:

1. The person proposing the webinar is responsible for:
  - a. Inviting and coordinating with the speakers.
  - b. Provide the AASA with an image for the webinar (to be used for advertising).
  - c. Provide the AASA with bios for speakers (for advertising)
  - d. Moderating the webinar
2. The AASA is responsible for:
  - a. Providing the delivery date for the webinar
  - b. Hosting the webinar
  - c. Creating advertising material
  - d. Advertising the webinar
  - e. Uploading the webinar on the AASA website for public access

## Process

To submit your proposal for a webinar:

1. AASA encourages proposals on a wide range of topics; However, the topic must be current and relevant to Architecture, design and the built environment.
2. Click [HERE](#) to fill the application form with your proposal.
3. If successful, a representative from the AASA will contact you to set the date of your webinar and coordinate the receipt of material and advertising content. Please note that the AASA will allocate a minimum of 1 week for advertising the webinar, all material (i.e., speakers, bio, images, etc..) must be finalised and coordinated 10 days before the webinar delivery date.

**Honorarium**

The AASA will provide an honorarium of AUD 200.00 for a successful webinar proposal, If the proposal is for a webinar series, AUD 200.00 will be provided for each webinar in the series (max 3 webinars per series).

**Contact**

The AASA thanks you for your interest and looks forward to hosting your webinar on our platform. If you have any questions, please contact Dr Martha Liew at [Martha.liew@asa.org.au](mailto:Martha.liew@asa.org.au)