

## **1. Webinars**

### **1.1 Purpose**

To outline what is involved in presenting a NRSP webinar

### **1.2 Scope**

Applies to all webinars produced by ARRB on behalf of NRSP.

### **1.3 What is a webinar?**

Webinars are a form of online learning, and now a concept many of us are becoming comfortable with. The idea of webinars is still very new to a large portion of our industry, and then of course there are those who know of webinars but are still somewhat sceptical. In any case, there is no denying the benefits of bringing knowledge online where it is accessible to everyone. Webinars not only provide greater access to learning for industry professionals, but also provide a richer learning environment - offering different approaches to learning, and catering to different learning styles.

### **1.4 ARRB's experience in webinars**

By way of our industry, ARRB Group has been leading in this space since 2011, and has built a successful online training program, disseminating information across all disciplines, even the most niche of topics relating to roads and transport - and what started out as an 11 person average attendance in 2011 has increased to a 50 person average in 2014 thus far. The first NRSP webinar was presented by Toll NQX General Manager Greg Smith where he talked heavy vehicle safety on the 12 August 2014.

### **1.5 NRSP case study to a webinar**

Once a case study has been finalised and housed on the NRSP website there is the opportunity for it to be "retold" through a webinar. NRSP will be scheduling one a month, except January. Attachment 1 contains the webinar booking form which needs to be filled out, in selecting any date this should be discussed with the NRSP Manager who will liaise with the ARRB team on available dates.

## 1.6 Webinar Length

The webinar would have a duration of a maximum one hour - presentation 30-40 minutes followed by facilitated questions

## 1.7 Where will the webinar be hosted once produced?

The webinar, following organisational approval, would be housed on You Tube and linked to the NRSP website case study and Knowledge Centre.

## 1.8 Webinar presenter checklist and timeline

The following outlines the checklist and timelines involving the presenting organisation.

<b>Timeline: Days until webinar</b>	<b>Completed on date</b>	<b>Task</b>	<b>Comments</b>	<b>Completed?</b>
<b>30+</b>		Meet with ARRB to discuss process and key features of GoToWebinar	Do you have a good understanding of the system?	
<b>30</b>		Complete webinar booking form	Includes webinar description, presenter bio and photo	
<b>28</b>		Prepare first draft of presentation	What do I need to convey to the audience?	
<b>25</b>		Discuss marketing/advertising requirements with ARRB	Who needs to know about this webinar?	
<b>22</b>		Send presentation to ARRB for quality check and feedback	What enhancements can be made?	
<b>9</b>		Presentation to be finalised	Is my presentation in an online friendly format?	
<b>7</b>		Conduct rehearsal	Iron out any issues	
<b>7</b>		Review rehearsal	Listen to recording and assess what changes I should make	
<b>2</b>		Re-work/finalise presentation and send to ARRB	How can the presentation be further enhanced?	
<b>Game day</b>		Conduct webinar		
<b>Game day</b>		Debrief	Discuss all aspects of the webinar and how to improve for next time	
<b>Post webinar</b>		Follow up questions and enquiries	Were there any questions asked during the webinar which were not addressed?	

## 1.9 Branding of webinars

Webinars will be co-branded to include NRSP and the featured organisation logos. ARRB will be acknowledged as the manager of the program, facilitator and provider of the webinar verbally and a logo at the end and start of the presentation.

There may be requests by government agencies to sponsor webinars, these will be addressed as they emerge and must be agreed to by the presenting organisation in writing.

## 1.10 Review of a NRSP webinar if there is an incident

Should the organisation featured in the webinar be involved in an incident, the Steering Committee reserves the right to suspend the webinar from the website.

## 1.11 The following is a list of NRSP webinars

Date	Webinar Topic	Presenter	Webinar Link
12 August 2014	Toll NQX talks heavy vehicle safety	Greg Smith, General Manager	<a href="#">Toll NQX</a>
16 September 2014	Hanson - Chain of Responsibility training - what, how, and when?	John Aspinall – Logistics Compliance Manager, NSW Steve Williams – Business Analyst & Marine Transport	<a href="#">Hanson</a>
9 October 2014	Transport Safety Networks 'Low cost, high impact	Karen Bow Principal Advisor, Transport Strategy Group Workplace Health & Safety Queensland	<a href="#">Transport Safety Networks</a>

# Attachment 1



## Webinar Booking Form

Version 2.0

<b>Webinar presenter/s</b>				
<b>Presenter/s email address</b>				
<b>Webinar title</b> (as you wish for it to appear on the email invitation)				
<b>Webinar date</b>	Preference 1		Preference 2	
<b>Webinar time (AEST)</b>	Preference 1		Preference 2	
<b>Webinar duration</b> (should include time to answer questions)	30 mins	45 mins	60 mins	90 mins
<b>Description</b> (a concise one-paragraph description of your webinar that will attract your audience interest)  <b>This description will appear on your email invitation and your webinar registration page</b>				
<b>Business portrait/ biography of presenter.</b> No more than one short paragraph				
<b>Photo</b>	A photo of the presenter needs to be emailed to ARRB. The photo must be under 100KB in size (100 x 100 pixels)			
<b>Company logo</b>	Should you require ARRB to include your company logo on any advertising material, please supply a company logo to ARRB on return of this booking form			

\*Once this form is completed, please email to [angela.juhasz@arrb.com.au](mailto:angela.juhasz@arrb.com.au) and I will be in touch shortly to arrange a meeting