

Procedure – Promotion of non-NECTAR events and initiatives

In 2019, NECTAR received a large number of requests for promotion of non-NECTAR events and initiatives from various ANU and external stakeholders. To better manage these requests, this procedure has been developed, taking effect in January 2020.

- NECTAR welcomes submissions of promotion requests for events and initiatives relevant to early-career academics (ECAs), including PhD candidates, casual sessional academics and Visiting/Honorary fellows.
- Non-NECTAR events and initiatives can be promoted to the NECTAR mailing list twice a month:
 - a) via email on the 1st Thursday of the month, and
 - b) through the NECTAR Newsletter on the 3rd Thursday of the month.
- Requests for promotion can be submitted at any time to nectar@anu.edu.au; submissions for NECTAR's monthly newsletter must be received two weeks in advance.
- Short-notice requests outside the regular schedule due to an impending deadline will not be accommodated; it is the event organiser's responsibility to submit their promotion request well ahead of relevant deadlines.
- NECTAR reserves the right to reject promotion requests, for example if the event/initiative has already been heavily promoted through ANU Central, is deemed not relevant to ECAs or if there is a conflict of interest.

Requirements for submissions for the Newsletter

- The Newsletter will be published on the 3rd Thursday of the month (subject to minor changes to accommodate operational requirements).
- Submission must be received two weeks in advance.
- All submissions should include the following:
 - Name of the event/initiative
 - Date/time of event or due date
 - Link to event/initiative website
 - 1-2 short sentences pitching the event/initiative
 - Image: 169x300px, landscape
- For more information on what the Newsletter looks like see [Newsletter archive](#).

Requirements for all other submissions

- Submissions other than to the Newsletter will be distributed on the 1st Thursday of the month (subject to minor changes to accommodate operational requirements).
- Requests for promotion can be submitted at any time.
- All submissions should include the following:
 - Name of the event/initiative
 - Date/time of event or due date
 - Link to event/initiative website
 - 1-4 short sentences pitching the event/initiative
- No attachments or images can be included in the promotion.