

Guidelines for using the South Coast NRM Calendar of Events

The South Coast Natural Resource Management Inc. calendar of events is a gateway for community members to access information on natural resource management (NRM) activities and events taking place on the South Coast. The following provides guidelines on how to use the Calendar of Events.

1. The calendar can be used by any not-for-profit group to publicise a NRM related event or activity. Applicable organisations include community volunteer organisations, South Coast NRM partner organisations, local, State and federal government agencies, educational institutions, research agencies, and any other not-for-profit groups. Submissions by commercial organisations or businesses will not be accepted.
2. Events which can be advertised include, but are not limited to: seminars, training workshops, conferences, open days, field excursions, volunteer opportunities, consultation opportunities, environmental event days, information sessions, documentary screenings, exhibition openings, expos.
3. Submissions to the calendar must be emailed to: events@southcoastnrm.com.au. Submissions can be made as a promotional PDF flyer no more than 3MB in size or Word document and must include the following information:
 - a. Event type e.g. volunteer event, workshop, seminar, open day, conference etc.
 - b. Event name
 - c. Event details (aims, objectives, benefits etc.)
 - d. Event organiser/s (person or group name)
 - e. Date
 - f. Time
 - g. Location (physical address)
 - h. Cost
 - i. Contact details (name, phone and email, website if applicable)
 - j. Any additional information

Submissions received as a PDF may be uploaded as a clickable link whereas submissions made via Word document will be entered manually onto the calendar.

4. Images and logos can be included with submissions. Image files must comply with the following:
 - a. Be in Jpeg format
 - b. Each file must be no greater than 2MB size
 - c. A maximum of two image files can be included per submission
5. Once a submission has been received the event will be published on the Calendar of Events within two business days, pending further gathering of information that may be required to complete the submission. A representative from South Coast NRM may contact individuals making submissions to clarify details and/or to confirm publication of the event.
6. South Coast NRM reserves the right to review/accept/decline calendar submissions on a case by case basis.