website events updates/uploads brief

# events UPLOADs/UPDATES ON THE WRC WEBSITE

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| BRIEF NO. |  |
| DOCUMENT ORIGINATOR | **Thobile Gebashe** |
| DATE  | **17 January 2025** |

**BACKGROUND**

Water Research Commission runs events that are central to the organisation’s knowledge dissemination. It is therefore essential for these events to be easily accessible to the public and should be updated on a regular basis. This stems as an opportunity for the public to engage with the WRC. The WRC drives PR and media around key events, i.e., advertising the events on radio satiations and that itself is a call to action for the public to find the events on the organisation’s website. Our stakeholders periodically visit the website to search for upcoming events and to also view what type of events we host and whether they can download information or content emanating from previous events. The calendar page is supposed to provide a proper view of the full month events, so that an appropriate planning take place from a stakeholder’s perspective.

The upcoming events page/site should profile key and notable events where an invitation, the event’s programme, and a brochure (when available) will be shared. This affords stakeholders an opportunity to view the event information and to understand what the event is about. This will also directly link them to the event registration if the zoom link is available. Stakeholders will be able to download the programme and acquire information on the brochure i.e., speaker biographies. Previous events are notable events that took place in the past whereby, our stakeholders can see what the events were all about as well as to download presentations or the recording since they were not part of the event. The previous events site will be used as an opportunity to solicit new visitors or new stakeholders to our events, in which they can add their details to be invited for future events. It is important that events that are published on the website are accurate with correct information since this is the only time that new visitors to our website obtain information regarding our events.

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| **KEY INFORMATION**  |
| * An events Manager/ Coordinator/Assistant will send weekly updates/uploads in the schedule below.
* The brief will be carried out every **Tuesday** of the week.
* Turnaround time for website uploads/updates is **48 hours**, post brief as provided by the IT department.
* Removal/deletion of events that are placed under upcoming events post the event is **48 hours** (it will be communicated in the activity schedule regarding events/items that should moved from the upcoming events section to previous events section and those that should be completely taken down from the website.
* home/landing page should also note upcoming events (event title and event date) as a link that will direct visitors to the event information under the upcoming events page.
* Consistency and uniformity are key (arrangement/order in which items appear should be the same across all the events under each section).
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| **PREAMBLE** |
| **Calendar** * A full calendar update to be provided for each month.
* Other imminent updates to be provided on the activity schedule below on a weekly basis.
* Please note that the correct event title should be placed on the correct calendar date.

Contact person for any queries relating to the calendar: **Thobile Gebashe.** **Upcoming Events page**The following are items to be placed under each event, which will be provided on the activity schedule below:* Invitation (optimized web size).
* A downloadable programme/ agenda/brochure (“click here for more information”).
* The registration link underneath each invite: (“Click here to register”)

**Previous Events**The following are items to be presented under each event which will be provided on the activity schedule below:* Event title.
* Date (only the date).
* Downloadable presentations (if applicable) (“click here to download presentations”).
* A downloadable brochure (if applicable) (“click here to download the brochure”).
* Images (if applicable). Please see the inquiring notes under the WRC website architectural structure heading regarding the placement of images on the gallery.
* Event recording (preferably a video image with a “play button” rather that a link).
* Call to action link (“if you are interested in similar meetings/events in future “click here to fill in your details”). A link where visitors can fill in their name, surname, designation, organisation, and email address.
 | **Home/Landing Page - Events profiling*** Please remember to note upcoming events on the home page as well as per the calendar provided.
* The title of the event should be placed under upcoming events on the homepage as a link to the upcoming events page where the event will be profiled i.e., where all the info will be placed.

**WRC website architectural structure** The following are key issues to be addressed and revised, please review, and revert: * The events menu bar should include the upcoming events and previous events menu items/pages. As is on the website. The calendar is the only menu item under events, as it currently stands on the architectural structure.
* The structure should depict t a linkage between the image gallery and events (how do we link images which are related to previous events).
* Urgent discussions should follow, regarding the treatment and placement of images on the website and the linkages between the events calendar, events pages, and the image gallery, please advise on how this is currently treated so that appropriate protocols can be followed going forward.

**Activity Schedule*** All the actual uploads/updates will be populated on the activity schedule below.
* The schedule will indicate all the attached items for each upload.
* Other calendar updates will be indicated on the schedule apart from the provided full monthly calendar.
* The schedule will indicate events that should be uploaded under the upcoming events page.
* It will also indicate events that should be moved to the previous events page (*but please note that events that are placed under the upcoming events page should be moved to the previous events page within 48 hours past the event, relevant attachments will be provided).*
* The schedule will also indicate any general edits within the events pages (e.g., the placement or arrangement of information, any typos, duplications etc.)
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**ACTIVITY SCHEDULE**

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| EVENT/ITEM | UPLOADS/UPDATES | BRIEF DATE | DEADLINE FOR UPLOADS |
| **WEB CALENDAR UPDATES**  |
| WEB CALENDAR UPDATES  | Update the web calendar as per the below events information | 17 January 2025 | 17 January 2025 |
| **UPCOMING EVENTS UPLOADS** |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 Targeted group: Policy makers – All government departments (national and provincial), Water Boards, CMAs, & Municipalities | * Invite:
* Programme
* Registration Link:
 | 17 January 2025 | 17 January 2025 |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 -Targeted group: Institutions of Higher Learning, Science Councils & Consultants, Small Medium and Micro Enterprises (SMMEs), Civil Society Organisations | * Invite
* Programme
* Registration Link
 | 17 January 2025 | 17 January 2025 |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 Targeted group Designated Groups: Youth Researchers, Women Researchers | * Invite
* Programme
* Registration Link
 | 17 January 2025 | 17 January 2025 |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 Targeted group: Innovators, Artificial Intelligence Practitioners | * Invite
* Programme
* Registration Link
 | 17 January 2025 | 17 January 2025 |
| *Please note that events which are under the upcoming events page should be removed within 48 hours post-event.* |
| **UPCOMING EVENTS** |
|  | The Programme is saved in the OneDrive folder for more informationThe Programme is saved in the OneDrive folder for more information |  |  |
| **PREVIOUS EVENTS UPDATES** |
| EVENT DELETION/REMOVAL |  |  |  |
| **PREVIOUS EVENTS UPDATES** | Presentations at on the OneDrive folder for more informationAnd recording link:  |  |  |

**WEB EVENTS CALENDAR FOR THE MONTH OF January 2025**

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|  **January 2025** **2023** |
| **TITLE / DESCRIPTION** | **DATE** | **TIME** | **VENUE/REGISTRATION LINK FOR VIRTUAL EVENTS** |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 Targeted group: Policy makers – All government departments (national and provincial), Water Boards, CMAs, & Municipalities | 22 January | 09:00 -11:00 | :<https://us02web.zoom.us/webinar/register/WN_3YA9tpVfSH6fLEpHwU47NQ> |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 -Targeted group: Institutions of Higher Learning, Science Councils & Consultants, Small Medium and Micro Enterprises (SMMEs), Civil Society Organisations | 22 January  | 13:00 – 15:00 | <https://us02web.zoom.us/webinar/register/WN_gXwtY8BJT1u4Iaw0U3LDeQ> |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 Targeted group Designated Groups: Youth Researchers, Women Researchers | 23 January  | 09:00- 11:00 |  <https://us02web.zoom.us/webinar/register/WN_nLJZqI82QM2AaLCghPKzvQ> |
| STAKEHOLDER ENGAGEMENT: ANNOUNCEMENT OF WATER RESEARCH COMMISSION RDI CALL 2025-2026 Targeted group: Innovators, Artificial Intelligence Practitioners | 23 January  | 13:00 – 15:00 | <https://us02web.zoom.us/webinar/register/WN_3XoBNVpOTTmA5oCoSntoFQ> |

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