

School of Pharmacy protocol for confidentiality agreements in online seminars

The following text needs to be incorporated into the calendar invitation and distributed via the Zoom chat. You should also take a snapshot of the Zoom participants list.

For calendar invitation

During this seminar, the presenter will disclose confidential information which has a unique value to the presenter and may be the basis of applications for patents.

The presenter and the University of Queensland will be prejudiced by any unauthorised disclosure of the confidential information, may be precluded from being granted patents, and may suffer financial loss because of unauthorised disclosure.

Accepting this calendar invitation and attending this event signify that you have read, understood, and agree to abide by the following agreement:

- I agree that I will keep the subject matter of this seminar secret and confidential and will not disclose it to any person or make known in any manner any part of it, or use it in any manner, without the prior written consent of the presenter.

For Zoom chat

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Following the seminar please email the following items to the Research Partnerships Managers:

- Seminar topic:
- Presenter:
- Student number:
- Date and time of presentation:
- Zoom meeting ID:
- Venue (if applicable):
- Copy of this protocol.
- Snapshot of Zoom participants list.
- Scanned copy of confidentiality agreement signed by the in-person attendees (if applicable).
- Copy of the Outlook calendar invitation (if possible).