

**TERM OF REFERENCE**  
**International Webinar**  
**“Applied Research for Vocational Students”**

Speaker	: Dr. Mahmoud Rababah
Moderator	: Dr. Christian Wiradendi Wolor, SE., MM
Study Program Coordinator	: Dr. Christian Wiradendi Wolor, SE., MM
Kind of Activity	: International Webinar
Theme	: Applied Research for Vocational Students
Day/Date	: Tuesday, February 28th 2023

**1. Description of Activity**

The holding of an international webinar, with the theme “Applied Research for Vocational Students” is an activity of the D-4 Digital Office Administration Study Program, Faculty of Economics, State University of Jakarta in 2023 which invites lectures from abroad as speaker(s). This activity is expected to increase students' competence and knowledge in improving research skills in the office sector where they need to know the importance of applied research for students and industry as well as the steps for carrying out a good pattern of applied research.

**2. Form of Activity**

Presentation of material and question and answer discussion.

**3. Presented Material**

The material that will be presented in the international webinar is about Applied Research relate to the theme “Applied Research for Vocational Students”. The aspects that are expected to be delivered in international webinars include:

- The importance of applied research for students and industry.
- Good pattern of applied research.
- Applied research stages.
- Good applied research methodology.

#### **4. Expected Output for Participants**

The implementation of the international webinar has a target for participants to have outputs that are in accordance with the objectives of this activity. The expected outputs to participants are:

- Each participant is expected to understand the material and be able to share knowledge with others;
- Get motivated when participating in these activities;
- Can foster enthusiasm and develop office research skills needed by companies or industries in the future; and
- Participants can carry out applied research patterns well.

#### **5. Participants**

The participants in this international webinar are all D-4 Digital Office Administration students, Faculty of Economics, State University of Jakarta..

#### **6. Equipment Provided**

Equipment provided by the international webinar committee to support the implementation of this activity, including:

- Laptop
- Zoom Cloud Meetings
- Live Streaming YouTube

#### **7. Time and Place**

The international webinar event will be held on:

Time : 10.00 – 11.30 TRT (UTC +3) / 14.00 – 15.30 WIB (UTC +7)

Place : Zoom Cloud Meetings & Live Streaming Youtube

## 8. Rundown

14.00 – 15.30 WIB (UTC +7)

No	TIME	ACTIVITY DETAILS	DURATION
1.	13.40 s.d. 14.00	Preparation	40 Minutes
2.	14.00 s.d. 14.05	Opening	5 Minutes
3.	14.15 s.d. 14.20	Greetings from Study Program Coordinator	5 Minutes
4.	14.20 s.d. 14. 25	Greetings from Dean of the Faculty of Economics	5 Minutes
5.	14.25 s.d. 14.30	Moderator Introduction	5 Minutes
6.	14.30 s.d. 15.10	Material Introduction	45 Minutes
7.	15.10 s.d. 15.20	Question and Answer Session	10 Minutes
8.	15.20 s.d 15.25	Submission of Certificates to Speaker	5 Minutes
9.	15.25 s.d. 15.30	Documentation	5 Minutes
10.	15.30 s.d. 15.35	Closing	5 Minutes

10.00 – 11.30 TRT (UTC +3)

No	TIME	ACTIVITY DETAILS	DURATION
1.	09.40 s.d. 10.00	Preparation	40 Minutes
2.	10.00 s.d. 10.05	Opening	5 Minutes
3.	10.15 s.d. 10.20	Greetings from Study Program Coordinator	5 Minutes
4.	10.20 s.d. 10.25	Greetings from Dean of the Faculty of Economics	5 Minutes
5.	10.25 s.d. 10.30	Moderator Introduction	5 Minutes
6.	10.30 s.d. 11.10	Material Introduction	45 Minutes
7.	11.10 s.d. 11.20	Question and Answer Session	10 Minutes
8.	11.20 s.d 11.25	Submission of Certificates to Speaker	5 Minutes

9.	11.25 s.d. 11.30	Documentation	5 Minutes
10.	11.30 s.d. 11.35	Closing	5 Minutes

## **9. Closing**

*This Terms of Reference (TOR) were created as a reference in carrying out international webinar activities with the title “Applied Research for Vocational Students” in 2023.*