Submitting an event to the HSPH Events calendar

Thank you for your interest in submitting an event. If you have any questions that are not addressed in this guide, please contact Amanda Andreyev (andreyev@hsph.harvard.edu)

To access the HSPH Events calendar, click Calendar from the HSPH Homepage:

If you have login information for the calendar, click on the blue button to the right of the button to login. Hover your mouse over the button. A menu with Calendar and Submit Event will appear.

Click Submit Event. You will be taken to the Add Event page.
Please note that the required fields are highlighted in the image below.

This is the date that the event was submitted. **Please do not change.**

The Event URL allows you to embed a link within your event listing.

Please format your **Event Description** with care. The Event calendar is seen by many people so it is important that you have clean and consistent formatting, no typos, etc...

**NOTE:** You must have the rights to use any uploaded images! See the [HSPH Visual Guide](#).

Ideal image size is 324 x 215 pixels. Images can be resized in Photoshop or at [ResizeYourImage.com](#).

Select the **Events** calendar.

See Event Type Definitions section of this document.

Enter event **Location** here. **This does not reserve your location.**
Once you select the Event calendar, two additional questions will appear.

Click on to preview your event. Click to submit your event to the events calendar.

Additional Notes

<table>
<thead>
<tr>
<th>Audience Definitions</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University Only</td>
<td>e.g. lectures/symposiums, dissertation defenses</td>
</tr>
<tr>
<td>HSPH / LMA Only</td>
<td>e.g. lectures/symposiums, conference, seminars. Harvard ID required.</td>
</tr>
<tr>
<td>Invitation Only</td>
<td>e.g. lectures/symposiums, conferences, workshops, and seminars. Harvard ID required.</td>
</tr>
<tr>
<td>Open to Public</td>
<td>Event only open to invited guests, such as Student Government meetings, administrative/staff meetings, perspective student events, training sessions, forum events, and oral exams.</td>
</tr>
</tbody>
</table>

Events vs. Event Date(s)

The hierarchy in this calendar system is that one Event has one or more Event Dates. If you have an Event that meets in the same room five different times, you could submit this as a single Event with five Event Dates attached to it. Note that an Event can only have one location listed.

Reserving rooms at HSPH

You must have a confirmed space prior to submitting your event to Master Calendar. Submitting an event to Master Calendar does not reserve a room. To view or request selected spaces in the Kresge and FXB buildings located on the Harvard Longwood Campus, please use Book It!