If you would like your event to be advertised on the Essex.ac.uk website and events feed, please fill out the attached form and email it to your web officer.

Events for the website include departmental seminars, conferences organised by departments, arts productions and performances, and workshops. Events that are not suitable for the website include charity bake sales, birthday celebrations, or sports events. Instead consider utilising the small ads mailing list, or speak to your departmental administrator about department mailing lists.

If you are holding a larger event in a venue with limited capacity (such as a conference or a public lecture series) then we recommend that you also set up an Eventbrite page and ask people to register there. Some departments have an Eventbrite account already set up, so please ask your admin team if they have one already. Once you have the Eventbrite page set up you can include the link in the “main body of content” section of the form so your web officer knows to link to it.

**Please keep in mind;**

* **Event titles should be around 50 characters**. If the title is long consider splitting it and putting some in the subtitle (i.e. “Big data and privacy: A look at how people can keep their details private in a world that harvests information”, can be split so that “Big data and privacy” is the title and everything after the : can go in the subtitle.)
* Main body of content – this is some blurb regarding what your event is about. **It must include a synopsis of what the talk will be about**. Seminars should be no more than 300 words. Conferences with schedules etc can be longer but please bear in mind that extensive text may put people off signing up (we can upload an agenda PDF). You can also include a speaker biography at the end.
* If you are working with an external partner please **do not directly copy and paste** information from their website. It may cause problems with their communications or marketing departments.
* Speaker biography should be a **maximum of 100 words** (i.e. Professor John Smith is a Professor of Social History at Goldsmiths University. His current research examines the impact of the welfare state in post-WW2 society.)
* **Events that do not contain any content will not be made live on the website.** Please do not ask your web officer to create an event without filling in the “Main body of content” part of the form. We do not accept speaker biographies in place of seminar or lecture descriptions.
* When writing your blurb keep in mind **who the event is for** and **what the benefit is to them**, i.e. “This research seminar is ideal for undergrad and postgrad students with an interest in religious iconography in the 19th century” or “members of the public with no scientific background will gain a thorough introduction to the key impacts of climate change on marine environments”.

Events are checked by the Web Team before being published. Although some of these requirements may seem unfair, we want to ensure that the website has good quality content that will encourage more people to come to your event.

Please complete the relevant fields and send to [email address here]

|  |  |
| --- | --- |
| Title of event | (Try to keep relatively short – Around 50 characters) |
| Subtitle | If your title includes a : or – put anything after it here! |
| Location | Colchester/Southend/Loughton/Online/Off campus |
| Venue | Building & room number |
| Venue hyperlink | Add the link from Find Your Way |
| Organiser | Which department or School |
| **Contact** | |
| Name | Main organiser in dept |
| Email |  |
| Telephone | Optional |
| Event type |  |
| Series | If this is part of a series (i.e. THINK) |
| **Speaker** | |
| Name and affiliation |  |
| Video link | Optional |
| Audience study type | UG/PG/PGR (delete as applicable) |
| Audience type | Staff/Current Students/Alumni/Business/Prospective Students/Public (delete as applicable) |
| **Content** | |
| Short opening paragraph | Optional |
| Intro paragraph | Optional |
| Main body of content | This should be what your event is about. Events without content or with just a speaker biography will not be made live. |
| Display date | Leave blank if you want it displayed ASAP |
| **Related content** | |
| Related subject areas | Optional |
| Related faculties | Optional |
| Related departments | Optional |
| **Event date and time** | |
| Event date |  |
| Start time |  |
| End time |  |