

# HLS Calendar Event Submission Guide

---

Select a field name to learn more about what to consider for each field:

[Event Title](#)

[Event Description](#)

[Event Time & Date](#)

[Event Image](#)

[Event Categories](#)

[Event Audiences](#)

[Event Tags](#)

[Venue Details](#)

[Organizer Details](#)

[Event Website](#)

[Hide event from calendar and RSS feeds \(but display in widgets, panels, and loop pages\)](#)

[Sponsor](#)

[What is your anticipated head count?](#)

[Will any high-profile participants be present?](#)

[Will minors \(under 18\) be participating?](#)

[Is this a career related event? \(e.g. firm recruitment, info session, etc.\)](#)

[Will a practicing attorney be participating in this event?](#)

## **Event Title**

The name of your event as you would like it to display on the calendar.

## **Event Description**

Use this field to advertise and describe the content of your event. Include speaker information and a registration link. If your event is limited to Harvard or HLS attendees, please be sure to note that in your description. You should also set your Zoom registration link and waiting room to allow only authenticated users in the settings. For help setting up Zoom, contact lxt@law.harvard.edu.

## **Event Time & Date**

Enter the correct day and time for your event.

Is your event part of a series of events using the same title and description? Use the Schedule Multiple Events button to add additional, recurring dates and the Add Exclusion button to skip dates that should not be included in the recursion.

**NOTE:** Each event in a series will feature the same event title and description. If you have related events with different event titles and descriptions, you will need to create separate calendar listings for each event.

## **Event Image**

Use this field to upload a .jpg, .png, or .gif file under 2 MB in size to advertise your event.

## **Event Categories**

Use the event category list to select as many categories as apply to your event. This field will allow event attendees looking at the calendar to see a list of upcoming events in specific categories, which can help your event reach its intended audience.

Be sure to select the “Dashboard” category if you want it to show up on student dashboards, and select the appropriate Audiences below.

## **Event Audiences**

*For backend HLS WordPress users only:*

Use the event audiences list to select as many audiences as make sense for your event. This field will allow us to create feeds and dashboards for specific audiences, as demand requires, particularly for students and class years. Be sure to select 'All Students' and the specific class year for events that should be posted on the student dashboard. This again can help your event reach its intended audience.

## **Event Tags**

Event Tags are another way to make sure your event reaches its intended audience. Use the event tag list to select as many tags as apply to your event. This field will allow event attendees looking at the calendar to see a list of upcoming events that share the same tags.

## **Venue Details**

Use Venue Details field to select a preexisting Law School venue, or indicate that your virtual event will be offered through Zoom. Non-HLS venues may be created by typing in the search box and clicking “Create: <b>Venue<b>.”

## **Organizer Details**

Use the Organizer Details to indicate either the host of the event or the event contact. New organizers may be created by typing in the search box and clicking “Create: <b>Organizer Name<b>.”

**Event Website**

Use the Event Website field to list any website you have already setup for the event or the registration link.

**Hide event from calendar and RSS feeds (but display in widgets, panels, and loop pages)**

*For backend HLS WordPress users only:*

This is an advanced option for HLS WordPress users looking to target their advertisements on other webpages that they control. This option will not be used by most event organizers since it will not allow your event to appear on the calendar.

**Sponsor**

Select the name of your event sponsor.

**NOTE:** Student events must be submitted by the approved booker(s) for their student organization, journal, SPO or program of study.

**What is your anticipated head count?**

Enter your anticipated audience size.

**NOTE:** HLS Zoom Meetings are limited to 300 participants. HLS Zoom Webinars are limited to 500 participants. If you expect to exceed these maximum audience numbers, reach out to ITS to discuss before publicizing your event.

**Will any high-profile participants be present?**

Use this field to indicate whether your event will involve high-profile participants and provide their names and titles.

High-profile participants include:

- Heads of state, Supreme Court Justices, or other high-ranking public officials
- Prominent or controversial figures

**NOTE:** If the speaker is a head of state, head of government, cabinet minister, high profile official, or leader, work with the [Harvard University Marshal's Office](#) to determine the correct protocol before issuing an invitation. [Student Organizations and Journals should reach out to CEEB](#) before contacting the Marshal's Office.

**Will minors (under 18) be participating?**

Use this field to indicate whether your event will involve minor participants and whether minor participants will be accompanied by their parents or guardians at all times.

**NOTE:** All youth programs involving minors under the age of 18 who are not accompanied by a parent or guardian must be registered with the [Harvard Youth Protection Office](#). All requirements of the [Youth Program Registration process](#) must

be completed by the Harvard event sponsor. Registration is not required for minors under the age of 18 who are accompanied by their parent or guardian.

**Is this a career related event? (e.g. firm recruitment, info session, etc.)**

Use this field to indicate if this a career related event. This information will be shared with OCS and OPIA to aid with HLS-wide career event scheduling.

**Will a practicing attorney be participating in this event?**

Use this field to indicate whether your event will involve a practicing attorney. This information will be shared with OCS and OPIA to aid with HLS-wide career event scheduling.