

# **Online Events Calendar Template**

**\* = required**

**\*Title of event:**

**\*Date (beginning and ending):**

**\*Time (beginning and ending):**

**\*Location:** (Please include full information, including the street address and room number, so a person without knowledge of our building names could find it)

**\*Short Description** (This should be 1-2 sentences. This will appear on the page listing multiple upcoming events.):

**Full description** (This description can be longer than the short description. It will appear on the event’s own webpage. You can start out with the short description again, if you want, and then you can also add a fuller description of event, speaker bio, and other details):

**Event Website:**

**Registration URL:**

**\*Contact Name for the event:**

**\*Contact Email:**

**\*Event Type** (Highlight all that apply: Admissions, Student Programming, Lifelong Learning, Professional/Career Dev’p, Social/Networking, Workshop/Training, Lecture/Panel/Presentation, Diversity/Inclusion/Social Justice, Dissertation Defense, Community Programming)

**\*Event Audience** (Highlight all that apply: Prospective Students, Students, Faculty, Staff, Alumni, Community, All)

**\*Event Location** (Highlight all that apply: Off Campus, On Campus, Online)

**\*Event Region** (Highlight all that apply: U.S. Region, International, etc.)

**\*Topic tag** (Highlight no more than 2: Philadelphia Impact, Global Initiatives, Race/Equity/Inclusion, Counseling/Psychology, Education Innovation/Entrepreneurship, Education Policy/Analysis, Higher Education, Language/Literacy/Culture, Leadership, Teaching/Learning, Faces of Philanthropy, Alumni, News from Penn GSE)

**Degree program(s) that the event is associated with:**

**\*Yes/No: Private event?**

**\*Yes/No: Would you like the event listed on the digital signs here at Penn GSE? If so, please include:**

**Date and time:**

**Short description (1-2 sentences):**

**Image (optional)**

[Please attached a jpg file of the photo to your email request; do not embed it in this Word doc. Note: We cannot post PDFs of event flyers. Instead, communicate all the information from the flyer here in this Word doc.]

**If you attached an image, please provide text (“alt text”) that describes the photo, for a person who is visually impaired and using a screen reader [required if a photo is attached]:**

When finished, submit this document via email to gse-webrequest@lists.upenn.edu.