

Do you have an Event that you want to get advertise to staff and students?

In a change to the existing announcements made in the Restaurant at lunch time to advise people of events that are happening, we at Queen's are making good use of the facilities we have to post such future events on Moodle.

It is the goal of The Queen's Foundation to provide a way in which to promote events and encourage community spirit. The Queen's Foundation College Calendar on Moodle is a great way for finding both academic and social student events.

We encourage students to advertise events by submitting them to the Administrative Secretary Althia Gray (adminsec@queens.ac.uk) Once your event is submitted and approved, it will appear on the College Calendar.

Guidelines have been designed to promote a fair and equitable use of College Calendar. Should you have questions about these, contact Judith Rossall (j.rossall@queens.ac.uk). Please review the following guidelines before submitting a Calendar Event Request.

Who can request Calendar Events?

- Student Calendar Events (academic and social) can be planned and requested by students, tutors and administrative staff.
- The person requesting the Calendar Event, must be a member of the Queens community and will become the Event Facilitator and have the responsibility of point of contact.
- The Administrative Secretary is only responsible for publishing the event on Moodle and has no responsibility for the event.

Where is the Calendar Event published?

- The Calendar Event will be posted on Moodle (as specified by the Event Facilitator).
- Events can also be advertised on the white board in the new building.
- It is the Event Facilitator responsibility to ensure that Events advertised on the white board, including any string, tape or other resources used to

attach them, are removed and the surface is left clean, within 2 days of the event ending.

- No events can be posted on any painted surface, glass surface (including mirrors), door, or windows.
- Events posted on the white board are not to cover other events; if there are old postings on the board, groups may remove them to hang new ones.

What happens to the Calendar Request?

- Calendar Events are to be emailed to the Administrative Secretary - adminsec@queens.ac.uk .
- Calendar events will typically go through a review by the Administrative Secretary to ensure it meets the Publishing Criteria prior to approval and publishing.
- A confirmation will be sent to advise the Event Facilitator of the event publication.
- The Administrative Secretary has the right to edit, approve, or deny any submissions. In case of doubt the decision of the Principal will be final .

How soon are Calendar Events are Published?

The calendar will be updated twice a week on Monday and Thursday. Events should therefore be submitted by 10 am on either Monday or Thursday.

- Every attempt will be made to publish Calendar Events which are submitted on time but this cannot be guaranteed. You are encouraged to give as much notice as possible of any event to be advertised.
- Events submitted after 10.00 am on Monday will be published on the following Thursday and similarly events submitted after 10 am on Thursday will be published on the following Monday.
- Recurring events may be published. Specific reoccurring dates and times must be included on the Calendar Event Request Form as they will not otherwise be automatically republished.

What are the Publishing Criteria?

To appear on Moodle the event must be:

- An activity of the Queen's Foundation designed for students, staff, family members
- An activity of the Queen's Foundation designed as an event open to the public.
- An external event that is related to Queen's student studies or activities

Events that won't be published would include:

- General church or community events, such as fetes, services
- Events which are exclusive or likely to exclude
- Events which are inconsistent with the ethos of the Queen's Foundation
- We appreciate your respect and support of Publishing Criteria.

How is a calendar request made?

- Calendar Requests must carry the name contact details of the individual responsible for the Calendar Event (Event Facilitator)
- All requests must identify the event, any event sponsor, and the time and date of the event.
- You are encouraged to use the attached form.
- Please check Moodle before applying. In particular, note that the event title will appear on the front page of Moodle, under 'Upcoming Events'. The description will appear when people click on the title. The event title needs to be brief but also as clear as possible.

Calendar Event Request

Event Facilitator: note this person must be a member of the Queens community		
Event Facilitator Contact Details (please supply an email address)		
Event Title: This will appear under Upcoming Events.		
Event Description: please supply the exact description which will appear when people click on the event.		
Event Location: Include name, address, or any travel arrangements required		
Audience Aim: Include who would benefit from going; all, 1 st year, 2 nd year, etc		
Event Date:		
Event Time:	Start Time:	End Time:
Event Recurrence: if this is a recurring event please give details		