

<b>Policy Name:</b>	<b>Web Events Calendar Submission Policy</b>
<b>Originating/Responsible Department:</b>	<b>University Communications</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>February 2016</b>
<b>Last Updated:</b>	<b>January 2022</b>
<b>Mandatory Revision date:</b>	<b>January 2027</b>
<b>Contact:</b>	<b>Director, University Communications</b>

**Purpose:**

The Web Events Calendar is the university's central, comprehensive events calendar. The calendar informs and connects the campus community with a wide array of events offered at Carleton University. The purpose is to outline requirements for submitting events for publication on the Carleton Web Event Calendar.

**Scope:**

This policy applies to all of the Carleton community including faculty, students and staff.

**Procedure:**

Events may be submitted by members of the Carleton community following the procedures found online at [events.carleton.ca](https://events.carleton.ca).

Events must be submitted through the calendar's online event submission form by a Carleton employee.

Events should be organized and/or sponsored by a Carleton entity (school, department, program, office, centre, institute or approved student club/group).

Event listings must include the event title, host organization, date and time, location, a complete and thorough description, cost, registration information and contact information. A website link for additional information is encouraged.

Appropriate events for the Web Events Calendar include, but are not limited to, lectures, workshops, seminars, conferences, art events, performances, cultural events, community service events, social events, information sessions and athletic events.

**Roles and Responsibilities:**

Event submissions must be submitted at least five business days before the event to be included in the calendar. However, event organizers are encouraged to submit their events to the calendar as far in advance as possible to allow adequate time for event promotion.

Postings are not anonymous, and the statements posted reflect on the university and therefore should be in keeping with the tone of an academic environment.

Users may not submit or publish any obscene, vulgar, rude, abusive, threatening, or harassing messages or that in any way violate University policies or legal obligations. Users are required to fill out the online submission form. Users are not permitted to use the web Events Calendar to disseminate or facilitate the distribution of material of the following types: commercial, illegal, copyright, pornographic or that any violate University policies or legal obligations. This includes providing links to sites which publish such material. Carleton University reserves the right to decline an event submission as it sees fit and edit event information for length, spelling, language and clarity in its sole discretion. There is no charge for posting an event.

It is the responsibility of the event organizer to submit, manage, edit and update events. The event organizer is responsible for alerting possible event attendees of event cancellations and should take proactive steps to alert possible event attendees through available channels.

**Contacts:**

Director, University Communications

**Related Policies:**

Access to Information and Privacy Policy

Advertising Policy

Freedom of Speech Policy

Human Rights Policies and Procedures

Student Rights and Responsibilities Policy

Top 5 Policy

Web Content Policy

Workplace Harassment Prevention Policy