Policy Name: Carleton Web Events Calendar Submission Policy
Originating/Responsible Department: University Communications
Approval Authority: Senior Management Committee
Date of Original Policy: 
Last Updated: Feb 2016
Expiry Date: Feb 2021
Contact: Director, University Communications

Policy:

This policy covers the submissions of events for publication on the Carleton Web Event Calendar.

Users are required to keep in mind that such postings are not anonymous, and that statements to reflect on the institution and 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.

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, or pornographic. This includes providing links to sites which publish such material.

Carleton University reserves the right to decline an event submission as it sees fit.

Carleton University reserves the right to edit event information for length, spelling, language and clarity.

There is no charge for posting an event.

Purpose:
The Department of University Communications is responsible for developing University-wide publication policies, procedures and guidelines to ensure a minimum standard and common visual identity in all official University publications and promotional materials and web content. The Department is charged with ensuring that these publications meet stated objectives with respect to consistency of message and design, accuracy of information, quality of presentation, image projected, tone, style, and timeliness.

Scope:
This policy applies to all Carleton groups whether they are student, faculty or staff.

Procedure:
Events may be submitted following the procedures found online at events.carleton.ca. Administrative access must be restricted to the user only.
Contacts: Director, University Communications; Special Events Advisor, DUCWeb Administrator

Links to related Policies: Web Content Policy.