ADDING EVENTS TO THE UNIVERSITY'S CALENDAR LISTING

Covered in this guide

Adding events to the web

Events can be added to the [University's main events listing](#) and sub categories (for example: [Research and Innovation events](#), [Business School events](#), [IDSAI](#) and [GSI](#)) using the events calendar portal, available here: http://www.exeter.ac.uk/staff/manage/exeterevents/

If you do not have access, please get in touch with eventenquiries@exeter.ac.uk and a member of the team can grant administrator access.

Once access has been granted events can be added from either the [Add a new Event/News item](#) or [Calendar of Events/News item](#) buttons on the [Manage Events page](#).

The form is fairly self-explanatory adding relevant content to the required fields throughout the page. Hover over the ❓ next to each field for some useful notes.
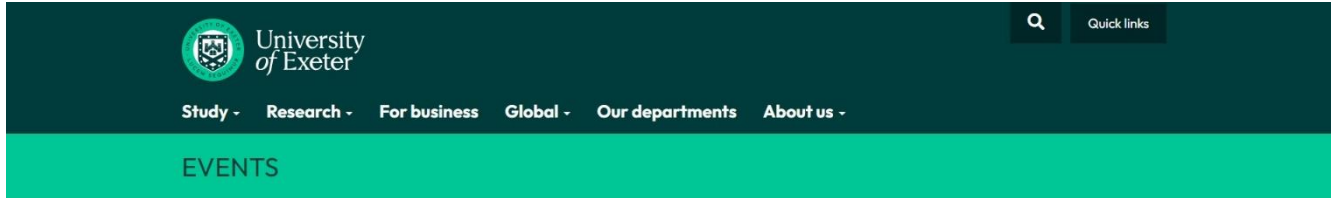
We have highlighted a [suggested layout](#) on the next page. However, there are a few points to note:

- There are some mandatory fields within the form, if these do not have a value in you will be unable to save the listing and will receive an error message, however a simple space in the field will suffice if no specific information is required.
- The specific audience for your event can be defined in the: **For whom?** section. Please note: Mark as **public** to appear on the main events listings. If your department has a specially filtered list for Staff and/or students and you only want the event to appear in these listings then tick appropriately. N.B. If you do not tick **public** your event will not appear on the [main calendar listing](#).
- Event listings can be redirected to an alternative URL, for example an Eventbrite page. See instructions [below](#).
- Listings can appear on more than one sub-category listing, add additional codes in the **Department code** field. A list of codes is available by selecting the **Expand All** button.
- For events hosted online with no physical venue, enter **Online event** in the **Display name** field under **Event Location.**
- Images are no longer supported on the facelifted events pages (post 2023), even if you upload an image to the system, it will not appear on the live pages.
- There can be a delay of approximately 20 minutes from updating your listing, to changes being reflected on the live pages.
- Sometimes cookies/cache saved in your web browser can prevent updates/new events appearing on live pages/calendars, we recommend clearing your cookies/cache, or using an alternative browser if changes/new events don't seem to appear.

University **of Exeter**

Suggested event page layout

For reference, the example event below is
http://www.exeter.ac.uk/news/events/details/index.php?event=2236

University **of Exeter**

Study ▾ Research ▾ For business Global ▾ Our departments About us ▾

EVENTS

Home / Events / **Details**

Title

Grid infrastructure and public acceptance

One liner

A seminar to discuss the challenges and opportunities involved in gaining public consent for infrastructure.

A Research Services research event	
Date	24 November 2014
Time	10:00 to 15:30
Place	Bloomsbury Suite, Friend's House, London More details are available at www.friendshouse.co.uk
Provider	Research Services
Organizer	Research and Knowledge Transfer Events
Tel	01392722321
Email	Show email

Include contact details here.

Event details

Documents and information

Please find a summary report and presentations from this event at the end of this page.

We will be tweeting about the event from @UofE_Research using #SusGrid.

You can add further information post event, highlighting this at the top of the page makes it easier for viewers to see.

Heading 2 font

Who should attend?

Industry professionals, researchers, policy-makers, and people with an interest in infrastructure and community relations are invited to attend this workshop.

Workshop aims:

- New findings will be presented from the SusGrid research project.
- Discuss the challenges and opportunities involved in gaining public consent for new infrastructure projects, with a particular focus upon high voltage power lines.
- Key actors from industry, policy, and academic sectors will come together to describe and review best practice.

What will attendees get out of it? What are we aiming to get out of the event?

What is the event about?

Efficient and innovative infrastructure – whether high-speed railway lines, broadband networks or electricity power lines - is a vital contributor to economic growth and social cohesion in developed economies.

Electricity grids, and high voltage transmission lines in particular, ensure that we 'keep the lights on' to power homes and industry. Across Europe, as well as in specific countries such as the UK and Norway, significant investments are planned to upgrade existing networks and to construct new ones, for example over £100 billion in the UK alone (DECC, 2011).

These proposals presume that such infrastructures have public consent and will be socially acceptable to the communities living nearby. However, experience shows that such communities often object to infrastructure proposals, and controversies have provoked both local and national debate, as was witnessed with the Hardanger case in Norway.

These controversies lead to delays or abandoned projects, and communities are often blamed for 'NIMBY' (Not In My Back Yard) responses driven by ignorance, emotionality or parochialism. They reinforce the necessity to better understand the causes of such conflicts, based upon robust evidence rather than anecdote.

The SusGrid research project is funded by the Norwegian Research Council, involving academics drawn from several social science disciplines in both Norway and the UK.

What problems are being solved? What research is being presented? Why should people care about the topic? Who funded the research?

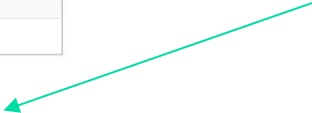**Make sure this is accessible to a lay audience and interesting.**

Programme

Time	Activity	Speakers
10.00	Registration	
10.30	Welcome and introductions	Patrick Devine-Wright (University of Exeter) and Audun Ruud (SINTEF Energy).
10.40	Short presentations on: *Challenges and opportunities in public engagement with transmission grid infrastructure – Norwegian and UK perspectives.*	A mix of invited speakers including: • Paul Hawker, Future Electricity Networks Team, Department for Energy and Climate Change. • Roseanne Thomas, External Affairs and Regional Engagement Manager, National Grid. • Nick Clack, Senior Energy Campaigner, Campaign to Protect Rural England. • Lisa Hammer, Senior Adviser (Licensing Department), Norwegian Water and Energy Directorate. • Irene Meldal, Vice President, Corporate Communications, Statnett. • Oddvin Lund or Nicolas Rodriguez, Norwegian Trekking Association.
11.45	Break	
12.00	Research highlights (two presentations) from the SusGrid research project, followed by an open discussion.	1. International comparisons in public attitudes (Øystein Aas). 2. Economic incentives and benefits (Tooraj Jamasb).
12.45	Lunch	
13.30	Continuation of research highlights section (final two presentations).	3. Landscapes, power lines, and public acceptance (Patrick Devine-Wright and Susana Batel).
14.15	Roundtable discussion with invited short contributions.	Panel chaired by Audun Ruud with contributions including: 1. Anne Tove Sløgedal Løvland, Agder Energi Nett 2. Jim Watson, UK Energy Research Centre 3. Antonella Battagliani, RGI
15.15	Concluding remarks	Patrick Devine-Wright and Øystein Aas.
15.30	End	

Include a schedule (even a draft) if possible.

Registration

To register please use the contact details below or email research-events@exeter.ac.uk.

Include registration details here, you can link to a registration form or email address

| Attachments	
📕 SusGrid_Summary_Report_Final.pdf	A summary of findings from the SusGrid research team (3363K)
📊 Slides___24_November.pptx	(8257K)

Attachments appear at the bottom of the event listing.
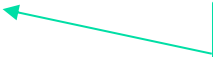
Adding events using an alternative URL

It's possible to link directly from the University's calendar listings pages to an alternative URL, for example to an external events registration website such as Eventbrite. You may wish to do this to avoid duplicating information over two separate event pages.

When adding a new event entry, add the event title, date, timings and venue as per a standard listing. Ensure the page options are expanded, using the 'Show all fields button' highlighted below:
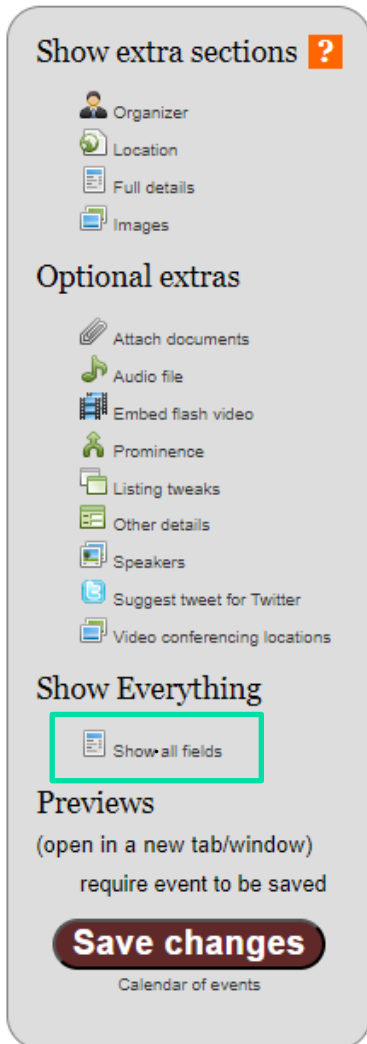
Scroll down the page and add the alternative URL in this field:

Making sure that all the mandatory fields have text (or a blank space if not required), select the **Save changes**' button.

You may wish to double check your listing works by selecting the event from the events calendar and you should find that the page re-directs to the alternative URL you entered rather than a standard University Events Calendar entry.

A few points to note:

- Sometimes the alternative URL may not work, for example if being accessed from the events area of the iExeter app or via the URL in the **Add this event to your calendar** button. Therefore, it's recommended that you enter the details of the alternative page in the **Long Description** field. For example:

  'Please visit: INSERT URL HERE for full details'

- If you'd like to view the calendar listing to ensure the **Long Description field** text is displaying correctly, you can do so by copying the **unique event id code**, which is found at the end of the URL when editing your event, as highlighted below:

https://www.exeter.ac.uk/staff/manage/exeterevents/edit/?id=12092
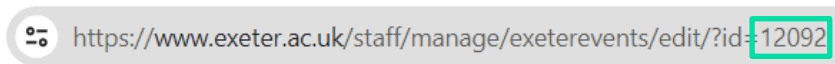
Add/paste this event id code to the **end** of the below URL:

https://www.exeter.ac.uk/news/events/details/index.php?event=INSERT EVENT ID CODE HERE

Your page should then look something like this:

University of Exeter

Study ▾   Research ▾   For business   Global ▾   Our departments   About us ▾

EVENTS

Home / Events / **Details**

Equilibrium series webinar #2 - A New Framework for Climate Finance: where grants, concessionary loans and the private sector fit in and where they do not

A monthly webinar series hosted by the Global Systems Institute (GSI), University of Exeter in partnership with Serpentine's Back to Earth.

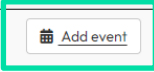| A Global Systems Institute seminar	
Date	26 April 2022
Time	14:00 to 15:00
Place	Online Event, via Zoom
Organizer	Global Systems Institute

Event details

Please visit: https://www.eventbrite.co.uk/e/towards-cop27-addressing-climate-cost-vulnerability-registration-296721350547 for full details.
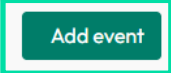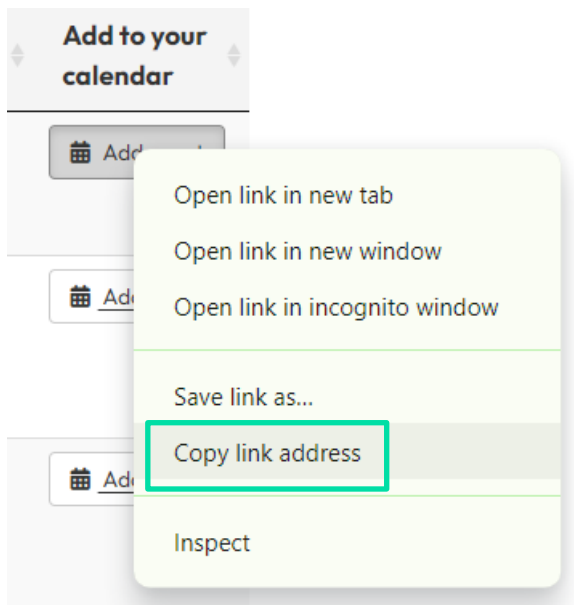
Using the .ics calendar button

For each event listing the system automatically generates an .ics file which can be added in to supported calendars, such as Outlook and Google Calendar.

These .ics files can be downloaded from the calendar listings page on the same row as your event listing. Two examples from different departmental listings are below:

When	Time	Description	Category	Location	Department	Add to your calendar
22 November 2023	12:30	**Disability History Month Inclusion Café**	Caf� Scientifique	Washington Singer 026	Psychology EDI	📅 Add event

When	Description	Location	Add to your calendar
20 February – 26 March 2024	**Images of Research Competition Exhibition**	The Forum, Streatham Campus	Add event

If you copy the hyperlink, right click and select **Copy link address**, as displayed in the screen shot below, you can use this link elsewhere, for example in any promotional materials related to your event.

Add to your calendar

📅 Add

Open link in new tab

Open link in new window

Open link in incognito window

Save link as...

Copy link address

Inspect

Example: I can link to the above events' .ics file here

Further information

If you have any queries, please contact the Corporate Events Team via eventenquiries@exeter.ac.uk