

Guide

Event Calendar and Newsletter

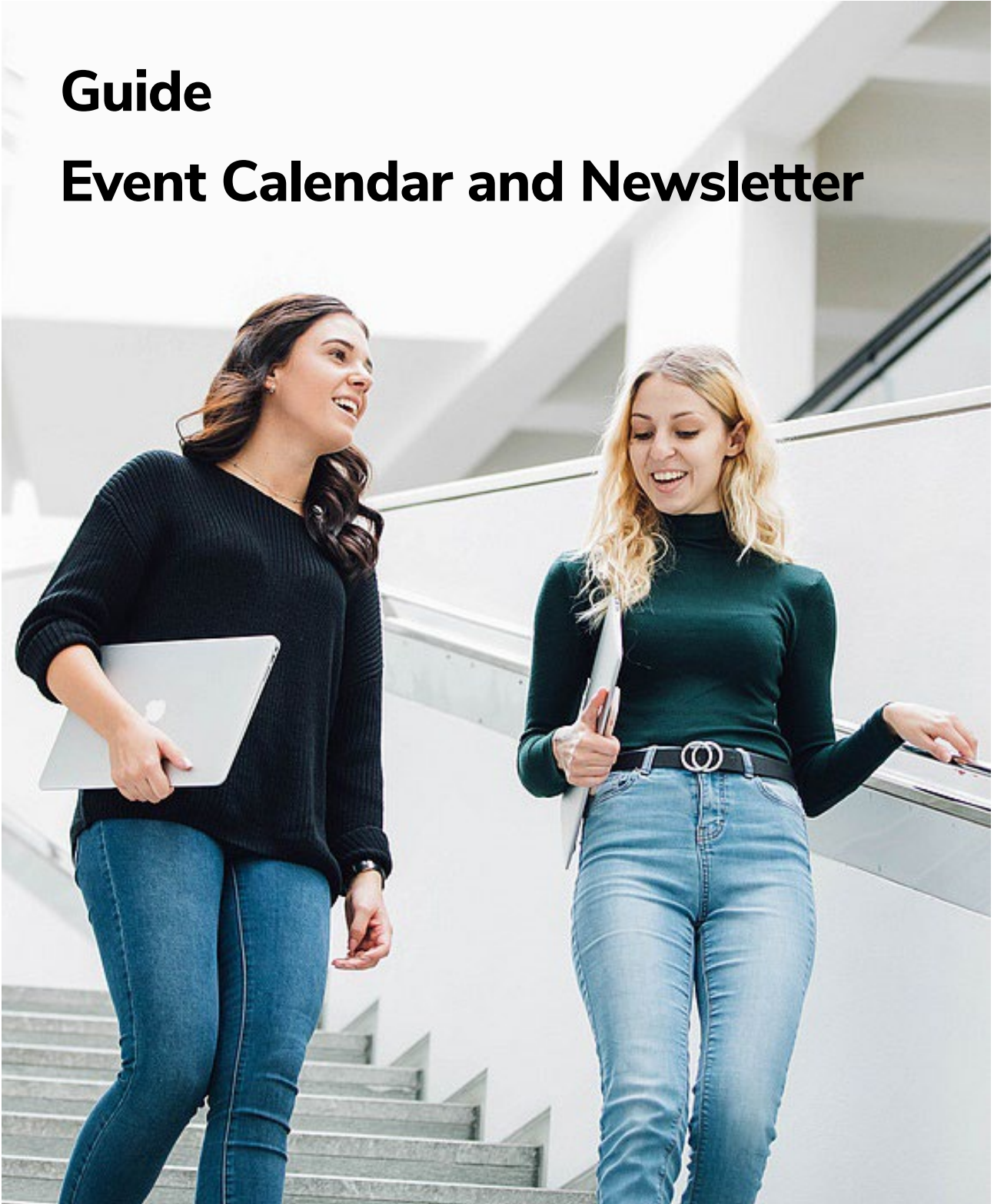


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1. What can be entered in the calendar?

The University of Graz event calendar includes events that either take place at the University of Graz and/or are organised (partly) by members of the University of Graz. Relevant information from external organisers (for example, events aimed at students, researchers, or alumni) that do not meet these criteria cannot be considered. Furthermore, the calendar is primarily intended for events in Graz. Events in other cities may, under certain circumstances, be included only after consultation with the Communications and Public Relations team.

2. Who is allowed to enter events in the event calendar?

Event organisers must enter their event data themselves at: <https://www.uni-graz.at/de/veranstaltungen/eintrag-erstellen/>. The Communications and Public Relations team reviews the entries and approves them multiple times a day.

3. Where will the events appear after being entered?

Once entered and approved, events will appear on the website <https://www.uni-graz.at/en/events> and, shortly before their start, on the homepage <https://www.uni-graz.at> in the "Events" section. Additionally, all events taking place in the upcoming week are included in the "uni.event" and "student.event" newsletters.

4. When are the event newsletters sent out?

"Uni.event" (sent to all staff) and "student.event" (sent to all students) are both sent every Wednesday around noon. Exceptions: the entire month of August and the Christmas holidays. The newsletters also feature a special section at the end, highlighting events where registration deadlines fall in the upcoming week.

The deadline for entries is Tuesday, 6 PM.

Example for submission: The event is on Tuesday, 21st January 2025, and should be included in the newsletters on Wednesday, 15th January 2025. The data must therefore be entered by Tuesday, 14th January 2025, 6 PM at the latest.

5. How should events be entered?

The entry form defines mandatory and optional fields. Here are a few tips for filling it out:

- ✓ Please enter the event only when you have all the necessary information to avoid changes later on.
- ✓ Especially when cooperating with multiple organisers, please agree on who will enter the event into the calendar. Avoid duplicate entries.
- ✓ Choose a meaningful, engaging, and especially concise title.
- ✓ Never skip the subtitle: As titles and subtitles appear in the newsletters, the subtitle is an opportunity to highlight the type of event (e.g., lecture series) and put it into context.
- ✓ Please provide a brief, clear, and engaging description text.
- ✓ Do not use capital letters to emphasise words.
- ✓ Always provide a contact person with their full name, affiliation with an institute/centre, phone number, and email address.
- ✓ Please select at least one category from the list of suggestions.
- ✓ When uploading an event image, please adhere to the allowed formats: jpeg, tiff, bmp; no PDFs; resolution: 72 dpi; size: max. 1.5 MB; format: 4:3, minimum width of 800 pixels.

6. Special Case #1: Events in foreign languages

If the event is conducted in English, the title, subtitle, and description can also be in English. For other foreign languages, the title must provide information about the content of the event in German (this could be a simple translation of the title). The subtitle must state: "Lecture/Reading/Workshop etc. in Croatian/Italian etc." to avoid confusion.

7. Special Case #2: Multi-day events

If the event spans multiple non-consecutive days (e.g., Part 1 of a workshop in October, Part 2 in November), please enter the two dates as separate events and mention in the respective descriptions that they are parts of the same event.

8. Special Case #3: Exhibitions

Exhibitions that last for weeks and/or months cannot be entered in full length in the calendar. In this case, please enter two separate dates: first, the opening of the exhibition (with date and duration), and second, if applicable, the date of the closing event (with date and duration). Please state the exact duration of the exhibition in the description text for the opening event.

9. Contact

For any questions regarding the event calendar, please contact the staff at the Communications and Public Relations Department via office.communication@uni-graz.at. When contacting us, please provide the following information about your event: Date and title (name) of the event. Thank you!