Submit an Event to the UW Law Calendar


2. Fill out Submitter Information:
   a. Name (Required)
   b. Email (Required; if you have a wisc.edu account, please use this email.)
   c. Phone (Optional; should be your most commonly used number.)
      i. Note: This is for staff contact purposes and will not be published.
   d. Organization (Required)

3. Fill out Event Details:
   a. Event Title (Required)
      i. Enter a name for your event.
   b. Calendar (required)
      i. Select the calendar to which your event will be sent.
         1. University of Wisconsin Law School Events
         2. Internal
   c. Location Type
      i. Select whether your event is In Person, Online, or Hybrid.
         1. Add platform information or a meeting link in the field that appears if Online or Hybrid is chosen.
   d. Start date
      i. Use the drop-down menus to select the month, day and year on which your event will take place.
   e. Repeat
      i. Use this option if your event is part of a series.
      ii. None is set by default.
iii. Choose Daily, Weekly, Monthly or Yearly to determine the interval at which your event will repeat.

iv. Then, complete the additional details and choose an end date.

f. Time
   i. If this is a one-time event, move to the next item (Start).
   ii. Select All Day if your event is for the entire day (e.g. Thanksgiving).
   iii. Select Multiple Start Times if your event has irregular start times and enter the range of times in the new field.

g. Start
   i. Select the starting time of your event via the dropdowns for hour, minute and AM/PM.

h. End
   i. Select the starting time of your event via the dropdowns for hour, minute and AM/PM.

i. Requested Location
   i. Use this space to enter your desired location for the event.
   ii. Check first on the view-only version of the Law School Room Reservation System to see if your requested room is available if your event takes place at the Law School.
   iii. Note: Calendar admins will make every attempt to assign the requested room to your event, but the location cannot be guaranteed.

j. Event Type (Required)
   i. Select what type of event you are creating.
      1. Academic
      2. Class
      3. CLE Program
      4. Conference / Workshop
      5. Deadline
      6. Employee Wellness
      7. Holiday / Observance
      8. Meeting
      9. Speaker / Discussion
      10. Other

k. Audience (Required)
   i. Choose checkboxes for one or more of the following:
      1. Alumni
      2. CLEW
      3. Faculty
      4. Invitation Only
      5. Public
      6. Staff
      7. Students
      8. Other
I. **Event Hosts** (Required)
   i. Choose checkboxes for one or more of the following:
      1. **Academic Affairs**
      2. **Academic Enhancement Program**
      3. **Admissions**
      4. **Dean’s Office Featured Events**
      5. **Law School Events**
         a. **Note:** If you don’t fall under any of the listed choices, please choose this! The number of hosts was limited to simplify the process. If we included every department, we’d have a very long list, making it more likely that the wrong host is chosen. Examples that fall under this category: CLEW, External Affairs.
      6. **Office of Career and Professional Development**
      7. **Research Centers and Initiatives**
         a. **Note:** This includes SDRI.
      8. **Student Affairs**
      9. **Student Org(s)**

m. **Outside Co-host** (Required)
   i. Choose the button for **Yes** or **No**.

n. **Outside Speaker** (Required)
   i. Choose the button for **Yes** or **No**.

o. **Minors Present** (Required)
   i. Choose the button for **Yes** or **No**.

p. **Link for More Info** (Optional)
   i. Paste a URL in this field to link to another page that gives more information about the speaker, event or topic as needed.

q. **Description** (Optional)
   i. Use this text field to add more information, including the outside co-host organization(s).