How to submit events for the CME calendar

Go to the calendar (https://calendars.illinois.edu/list/6336).

Click Submit Event or the blue plus sign.



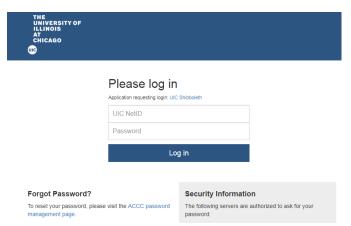
You will be prompted to log in ...

Choose University of Illinois at Chicago.



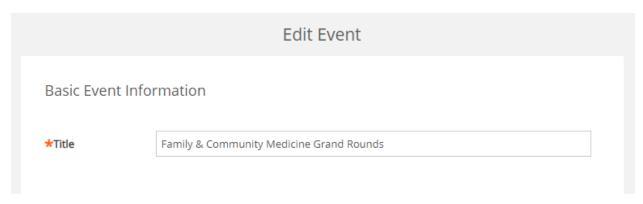
Need assistance? Send email to consult@illinois.edu with a description.

Enter your Net ID and password

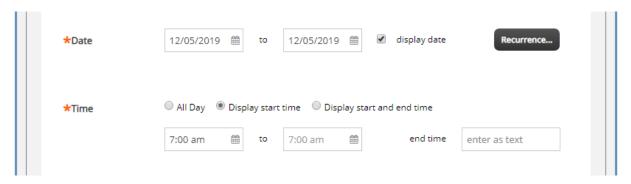


Note: If you do not have a university log-in, please email kyerian@uic.edu.

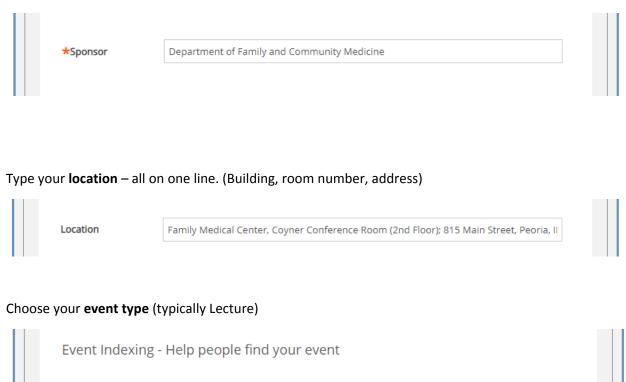
Type your title. (A broad title, such as "Family Medicine Grand Rounds" is preferred.)



Enter the **date** and **time**. (Do not use the recurrence option unless you are adding a multi-day conference.)



For **sponsor**, enter your department name.

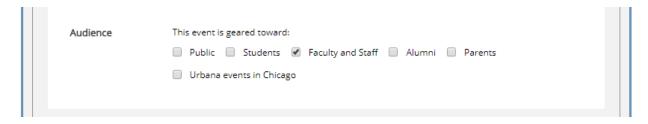


Ignore the **Topics** section. It is not used.

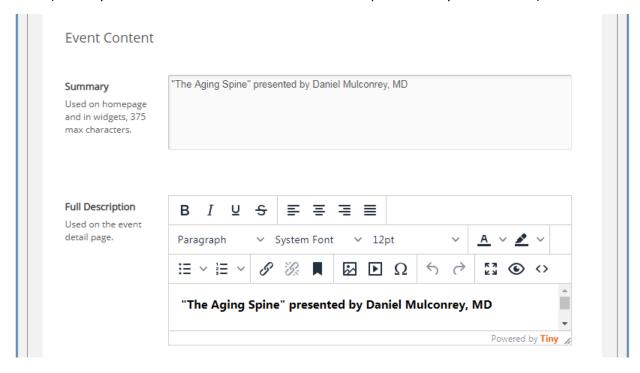
Lecture

★Event Type

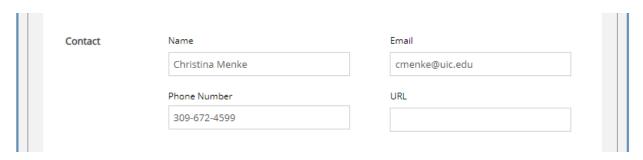
Audience is optional. You may choose all that apply – typically Faculty and Staff.



Type the name of the presentation and the presenter in the **Summary** field *and* the **Full Description** fields. (You may add additional information in the Full Description field if you would like.)



Enter contact.



The remaining fields (speaker, cost, registration) are optional.

Click Save. The event will be submitted to an administrator for approval and then published.