**Template calender**

**Submit information**

Send this completed form to the staff editor at [medewerkersportal@leidenuniv.nl](mailto:medewerkersportal@leidenuniv.nl). The editors will contact you about publishing the information.

**Required information**

|  |  |
| --- | --- |
| 1. Event title |  |
| 1. Names of speakers |  |
| 1. Optioneel: Wil je een (externe) link toevoegen waar meer informatie over het agenda-item te vinden is? |  |
| 1. Optional: Would you like to add an (external) link where more information about the calendar item can be found? |  |
| 1. Register link and apply deadline |  |
| 1. Location (building, address, online) |  |
| 1. More information about the event, consider:  * - General content information * - Target group * - Registration requirement * - Language * - Contact details for questions |  |
| 1. Type of activity  * Valedictory item * Alumni even * Conference * Course * Debat * Festival * In de media * Arts and Culture * Lecture * Inaugural lecture * PhD defence * Study information * Exhibition |  |
| 1. Optional: Would you like to link to internal or external (profile) pages of affiliated teachers, staff or researchers? |  |
| 1. Optional: Would you like to include images with the information? Then send them along with this form as PNG or JPG files. |  |