Guidelines for posting on the Bioscience Calendar

The Bioscience Calendar had been a great resource for our bioscience community for many years. Faculty from across campus looked there to learn about seminars and other events that they could then add to their personal calendars. It was also a valuable resource when setting up a seminar, as one could look at the other events that are planned on a particular day and select a time that would fit.

The Bioscience Calendar disappeared, however, when the HSC transitioned to its new calendar system. This system could, in theory, be used to follow activities in all of our Departments, but it has lacked a way to bring these onto one page, to recreate the Bioscience calendar. After some discussion with the web developers in the VP’s office, we now have a way to add events that are already tagged for each of our Departments to a shared Bioscience Event Calendar. Here is an example for the Pathology Department (courtesy of David Stillman and Kim Antry):

All Microbiology & Immunology events now appear on the main Health Sciences Calendar (see http://healthsciences.utah.edu/calendar/index.php) and the Bioscience Event Calendar (see http://www.bioscience.utah.edu/events/index.php#/?i=4). The main Microbiology & Immunology calendar can be drilled down by selecting School of Medicine > Pathology > Microbiology & Immunology to view division specific events. Please note that selecting School of Medicine > Bioscience from the Health Science calendar is separate from the Bioscience Event Calendar and only includes events tagged to the Bioscience Programs.

To add your event to the Bioscience calendar, add Bioscience in the Event Calendar drop down:

![Event Calendar Drop Down](image)

Indicate your appropriate College, Department, and Division in the following fields. Pathology Example:
Two notes on the use of the Bioscience Event calendar:

Consider adding only relevant activities for the Bioscience Event calendar. For example, the Pathology department has Grand Rounds and a Pathology Residents Journal Club. While these events are listed on the departmental web site calendar, they are not added to the Bioscience Event calendar. The Bioscience community is probably not interested in these events, and when someone from the Bioscience community is trying to schedule a seminar time they are not likely to have the same target audience as these events.

In contrast, the Pathology Department lists their regular weekly Journal Club/RIP meetings on the Bioscience Event Calendar. This is so that people can see these events when scheduling their meetings or seminars. They might choose to avoid a conflict and select a different time if they feel the Pathology Microbiology & Immunology community would be interested in attending, or they could chose the same time based on perceptions of the event’s target audience. Please consider these points when selecting activities to include in the Bioscience Event calendar, and what time to schedule your event.

Finally, please help. This calendar will only work if we all contribute. This has, historically, tied our community together and can continue to do so into the future.