

Events that meet the following criteria are suitable for our events calendar:

- Events that are taking place at the college
- Events organized by Selkirk, which are not taking place on one of the campuses (eg music students putting on a recital in a theatre off campus)
- Events happening on campus, but not organized by the college, such as a conference
- Events of which staff or students of the college must be able to attend

To add your event to the calendar, please fill out a [Marketing HelpDesk](#) ticket with as many details as possible with notice of two weeks minimum.

We need to know:

- How people will register (set up any CE registration first)
- Date and times
- Location, campus and room number
- What is happening?
- Why?
- Who would be interested in attending?
- Any other pertinent details - consider a quote from your presenter, offering up the learning outcomes of the event, connection to community organizations...
- Do you have a photo to include?