

## Wolfson Institute of Population Health – Calendar of Events

An online Calendar of Events will be hosted via the [WIPH Staff Zone](#), ensuring that all Institute events will be visible to WIPH staff. This will be available in two formats, one on [SharePoint](#) with the purpose of providing a clear overview of events planned throughout the year and a second in [Outlook](#) to allow events to be populated in individuals diaries.

It is proposed that the current format of the WIPH Calendar of Events [WIPH Staff Zone](#) is replaced by the above.

An event will be classed as any meeting, formal or informal gathering or other activity due to take place at, on behalf of or in association with the Institute as a whole. The event may be for staff, students, or members of the public where attendance has been co-ordinated in advance. These activities may include large or small, one-off, irregular, or regularly occurring events.

The Code of Practise is designed to provide staff with clear guidance on how the events are captured and managed through [WIPH-admin@qmul.ac.uk](mailto:WIPH-admin@qmul.ac.uk), and the information needed to do so.

### Event types will include –

- Institute Committee Meetings:
  - Administration Committee
  - Executive Board Committee
  - Education Committee
  - Research Committee
  - EDI Committee
  
- Institute Events such as:
  - Inaugural lectures
  - Graduation ceremonies
  - WIPH Summer Showcases
  - PGR Showcase Days
  - All Staff/WIPH All Staff meetings
  - Coffee Mornings
  - Ad hoc events
  
- Seminars
- National, religious and University holidays will be displayed.

### Adding events -

We ask all staff to check the calendar before arranging an event to ensure there are no clashes or duplications.

For an event to be included on the Events Calendar a staff member will need to email [WIPH-admin@qmul.ac.uk](mailto:WIPH-admin@qmul.ac.uk) with the following;

- Title
- Confirmed date and time.
- Speaker (if appropriate)
- Venue or if it will be online.
- Synopsis
- An invitee list if it is a closed event.
- Contact details for the organiser if different from the person emailing.

Calendar invites and requested notifications will be sent from [WIPH-admin@qmul.ac.uk](mailto:WIPH-admin@qmul.ac.uk). This is to ensure that all events are shown in the Outlook calendar and any amendments can be made promptly.

Please note that it is the responsibility of the event organiser to liaise with any teams such as Estates, Catering or IT and not the [WIPH-admin@qmul.ac.uk](mailto:WIPH-admin@qmul.ac.uk) administrators.

Any additions, amendments or cancellations to events should be sent to [WIPH-admin@qmul.ac.uk](mailto:WIPH-admin@qmul.ac.uk) so the Calendars can be kept as current as possible.