



Help strengthen UNM's dynamic research community by sharing events that inform, connect, and inspire! Faculty, staff, postdocs, grad students, and any research event organizers are all encouraged to participate.

### **How to Add an Event**

Adding your event is simple — just invite the calendar!


#### **Steps:**

1. Create a new event in your personal or office Outlook calendar.
2. **Invite:** [researchevents@unm.edu](mailto:researchevents@unm.edu) as a participant.
3. Use the event template below.
4. Send the invitation!

**Hosting or attending a research-related event?** Please add it! Workshops, seminars, colloquia, info sessions, mixers — all are welcome.

#### **Event Template (Recommended in Event Description):**

- **Title:** Clear and descriptive (note if RSVP required).
- **Times:** Start and end time.
- **Location:** Building/room or Zoom link (use secure settings if public).
- **Body of Event:**
  - **Host:** Organizing office/department.
  - **Time & Location:** Re-list for quick reference.
  - **Description:** 1–3 sentences + RSVP or flyer link if available.
  - **Other Info:** Audience, food, speaker highlights, etc.
  - **Contact:** Organizer's email for questions.

 **Note:** Attachments will not appear to calendar viewers — for public view, link to external flyers or pages.

### **Ways to Access the Calendar**

- **Direct Link:** [View the Research Events Calendar](#)
- **FRDO Website:** [Visit the FRDO Workshops and Events Page](#)
- **Add to Your Outlook Calendar:**
  1. Open Outlook > Calendar.
  2. Click **Add Calendar**.
  3. Choose **From Address Book/Directory**.
  4. Search for **Research Events**.
  5. Add it — toggle on/off as needed.
- **Embed the Calendar:** Contact [researchevents@unm.edu](mailto:researchevents@unm.edu) or [frdo@unm.edu](mailto:frdo@unm.edu) for help adding it to a webpage.

 **Need Help?** Contact: [researchevents@unm.edu](mailto:researchevents@unm.edu) or [frdo@unm.edu](mailto:frdo@unm.edu)

 **Share your events. Connect across campus. Grow our research community!**