Today@Mason
Online Event Calendar

University Information is pleased to offer this opportunity to share your posting on Today@Mason. The goal is to make available event and training information to increase participation and engagement of the public and Mason community members in events and trainings held on the Arlington, Fairfax or Prince William campuses and Loudoun site. This also promotes and enhances the image of George Mason University. For events and trainings to appear on the Event Calendar, a request should be submitted directly from a campus department or student organization via the online form.

Please review the information below which highlights the criteria, procedure and format for submitting a request.

Location
Today@Mason, http://today.gmu.edu/

Responsible Department
University Information, a department within Communications and Marketing

Criteria of events and trainings to be considered
Only events and trainings that are sponsored or co-sponsored by Mason academic departments, administrative departments, and/or student organizations, open to the public and all Mason community members, will be considered. Events open to Mason students, faculty, and staff groups will be listed as such. For example, Career Fairs sponsored by Career Services, can be detailed as “Open to Mason students only.”

Procedure and Format
Events and trainings can be submitted via the online form or via e-mail 5 business days in advance of the event or training. The online form is located at: http://today.gmu.edu or send an email to: gmutoday@gmu.edu. Information submitted should include:

• Title
• Date
• Time
• Location
• Academic or administrative department or student organization sponsoring/co-sponsoring the event or training
• Contact person’s name, Mason phone number and Mason email address
• A brief description limited to 2-3 sentences in length or 50 words
• Web site
• Additional information about the event or training limited to 100 words

University Information determines if an event or training meets the stated criteria, and reserves editorial rights on all content submitted. Should your event or training need to be edited, we will make the edits for posting, unless more information is needed. If more information is needed, we will contact the sponsoring department or organization directly.

E-mail submissions and events or trainings submitted using the online form will be posted within 2-3 business days. Upon approval, email submissions will be sent a confirmation within 2-3 business days. For event and training submissions via the online form, a confirmation message will appear to alert the sender the request was submitted successfully; it is not a guarantee the event or training will be approved for inclusion in the online calendaring system.

University Information actively reviews various sources for events and trainings that are sponsored or co-sponsored by Mason and posts these events and trainings, as well.

For more information and questions please contact:
University Information, at 703-993-1005 or gmutoday@gmu.edu.

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