How to submit your event details to our Festival Event Management System (EMS)

Logging onto the system
Go to: https://webservices.admin.cam.ac.uk/events/admin

University of Cambridge contributors:
• login using your Raven details
• if you have used the system before your permissions should have transferred over from last year
• if this is the first time you have used the system, we will receive notification of your login and will grant you access

External contributors
• If you have used the system before, login in the Other Users section using your user name and password
• new external contributors, go to Create an Account and complete the form

Set the working programme and propose an event
Set working programme to Festival of Ideas 2017
Click on Events and then Propose an event

www.festivalofideas.cam.ac.uk
www.cam.ac.uk/public-engagement
Event details—description

1. Add your event information here
2. **Disabled facilities:** please complete for your venue.
4. The **short description** is published in the printed programme—just 30 words or less. If you would like the name of your speaker and/or your department in the programme, please ensure you add this to the text. Occasionally we have to edit this text for house style to fit it into the programme. If we make substantial changes we will contact you to authorise these.
5. The **long description** is used for the website. You are welcome to repeat the short description text but as there is no maximum word count, you can also include additional information, links to your website etc. Do keep in mind that this is still an event listing that needs to entice and excite—no essays please!
6. **Cost of event,** please add ‘free’ here or the cost. Almost all events within the Festival are free to attend. If you plan on charging for your event please get in touch with us. We are unable to take paid bookings on your behalf.
7. Include the **capacity** of your event if relevant. This information is not visible on the website but used if we need to set up event booking for you.

Event details—time and date

1. Enter the time and date of your event
2. To add additional session times and/or dates, click on add and enter the details of the next session.
Event details—venue
1. Click on Browse existing venues to see if the venue is already on the system
2. If not, add the name and address of the venue ensuring you use the correct postcode as we use this for mapping

Event details—enquiries and booking
1. Booking options—unavailable or required
2. If you would like us to take bookings on your behalf, please fill in this page with only the following details:
   Telephone: 01223 766766
   Other details: Please arrange bookings via Festival office
   1. We are unable to take bookings for paid events. Please make your own arrangements
2. If you would like to take your own bookings, enter your public contact details here
3. Leave the booking reference number clear, the Festival team will fill this in
4. DO NOT INCLUDE PERSONAL CONTACT DETAILS HERE

Event details—organiser’s contact details
1. Include full contact details here of the person who should be contacted by us with any questions about the event
2. Click use my details if you are the event coordinator
3. Include your address in the ‘other details’ box and any other information that you think might be useful
4. THESE DETAILS WILL NOT APPEAR ON THE FESTIVAL WEBSITE

www.festivalofideas.cam.ac.uk
www.cam.ac.uk/public-engagement
Event details—add an image

1. Once you have confirmed your event details, please add an image
2. Click on the manage images button in the actions buttons and add an image related to your event
3. Upload an image—ideally in landscape format—and at least 590*290 pixels
4. Your image will be used on your event page on the Festival website and may be included in the printed programme
5. Add a description for screen readers e.g. ‘hands-on activities in the biology zone’

6. **DO NOT BREACH COPYRIGHT RESTRICTIONS. USE YOUR OWN IMAGES OR THOSE THAT ARE COPYRIGHT FREE OR HAVE A CREATIVE COMMONS LICENCE.**

7. Please get in touch with us if you have any queries regarding photograph use
8. Ensure you credit the photographer
9. If we would like to use your photograph in the programme, we will contact you to request usage

After the event submission deadline

1. We will let you know in June if your submission has been accepted
2. Do not edit your event in the EMS after the submission deadline
3. All revisions must be sent by email to the Festival coordinator
4. We edit event descriptions for house style and to fit the limited space we have. If we have any queries about your event description or have to make substantial changes, we will contact you directly
5. The website will go live at the end of August. Bookings open three weeks before the start of the Festival

Contact details

Email: ariel.retik@admin.cam.ac.uk / cfi@admin.cam.ac.uk
Phone: 01223 765490 (direct)
01223 766766 (public booking line)
Website: www.festivalofideas.cam.ac.uk

Please contact us if you have any questions.
Thank you for being part of the Cambridge Festival of Ideas.