Event Template

An event content type is used to create a page for a single event or a series of events. These are then displayed in a listing.

The event content type is used for a number of different listings (News and Events, Undergraduate).

An event page can be created by a moderator who has the correct permissions to do so. An event can also be submitted by using the form at: https://www.ox.ac.uk/event/submit

Main content tab

Title
This is the title of the page and appears on the page as a h1, beneath the breadcrumb. It is also used to create the URL.
**Series**
If the event is part of a series then you can add the series title here. If the series has already been created then as you type it should appear in a dropdown.

**Speakers label**
The title for the speaker of the event. In most cases this will just be ‘Speaker’.

**Speakers**
Add the speaker(s) name in the fields provided.

**Convener**
If the event has a convener then you can enter a name in the field provided.

**Event date**
Add the date of the event. You can also click the Show end date box to add an end date for a series of events or an event that covers more than one day.

**Event time**
Add the start time and end time of the event

**Event audience**
Use the dropdown list to indicate whether the event is for the general public or for a university audience only.

**Staff Event type**
This field can be ignored as it is no longer used.

**Staff Event series**
This field can be ignored as it is no longer used.

**Undergraduate Outreach**

The following fields are required for an event that is to appear in the Undergraduate outreach event listing ([admissions/undergraduate/increasing-access/events-calendar](https://admissions/undergraduate/increasing-access/events-calendar)). They are not required for a general event.

**Outreach Audience**
Choose the audience type.

**Outreach Age Range**
Add the age group for the event

**Outreach Location**
Add an event location from the dropdown list.

**Event Location tab**
These fields are used to display an address for the event venue and to display the venue on a map.

**Event cost**
Add the event cost or add ‘Free’ if there is no cost.

**Booking required**
Use the dropdown list if the booking is recommended or required.

**Online booking url**
Add the url to the online booking page.

**Body**
You can add a full description of the event or further details in the Body field. This will display as a text block beneath the event details.

**Further Information URL**
Add the url to a page of further information.
<table>
<thead>
<tr>
<th><strong>Venue</strong></th>
<th>Rewley House</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Wellington Square</td>
</tr>
<tr>
<td></td>
<td>Oxford</td>
</tr>
<tr>
<td></td>
<td>Oxfordshire</td>
</tr>
<tr>
<td></td>
<td>OX1 2J A</td>
</tr>
<tr>
<td><strong>Venue details</strong></td>
<td>Lecture Theatre</td>
</tr>
<tr>
<td><strong>Event type</strong></td>
<td>Lectures and seminars</td>
</tr>
<tr>
<td><strong>Event cost</strong></td>
<td>Free</td>
</tr>
<tr>
<td><strong>Disabled access?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Booking required</strong></td>
<td>Recommended</td>
</tr>
<tr>
<td><strong>Online booking</strong></td>
<td><a href="https://www.cnted.ox.ac.uk/events/view/...">Book online here</a></td>
</tr>
<tr>
<td><strong>Further information</strong></td>
<td><a href="https://www.cnted.ox.ac.uk/events/view/...">View event info</a></td>
</tr>
</tbody>
</table>

Dr Michael Larkin reflects on developments in the use of interpretative phenomenological analysis (IPA).

This free guest lecture is part of the Advanced Qualitative Research Methods module from the part-time Postgraduate Certificate in Qualitative Health Research Methods, part of the Oxford University Evidence-Based Health Care (EBHC) programme.

Free and open to all. Please select the green ‘register’ button to book your place.

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**Disabled access?**
Check the box if there is disabled access to the venue.

**Oxpoints Location**
Currently it doesn't work so please ignore this field.

**Venue**
Add the full address of the venue location

**Event Coordinates**
Add latitude and longitude coordinates for the venue's location. This will be used to create a location pin on a map.

You can use google maps to determine what the latitude and longitude coordinates are and then copy these into the fields. Place your cursor on the location, right click to bring up a dialogue box, then copy the latitude and longitude coordinates (the top numbers in the box).
Venue details
You can add further details about the venue in this field.

Contacts tab
You can add various contact information for your event using these fields.

Administrative contacts

Add another item

General contacts

Add another item

Booking contacts

Add another item

Administrative contacts
If there is an administrative contact for the event please add one here by clicking the ‘Create Contact’ button and fill in the required fields. This information is not displayed on the live event page.

General contacts
Add general contact details for the event in this field. Click the ‘Create Contact’ button and fill in the required fields.

Booking contacts
Add booking contact details for the event in this field. Click the 'Create Contact' button and fill in the required fields. The information will appear in the right column of the page.

**Marconi Day 2022**

**Speaker**
Oxford and District Amateur Radio Society (ODARS)

**Event date**
22 Apr 2022

**Event time**
12:00 - 16:00

**Venue**
History of Science Museum
Broad Street
Oxford
Oxfordshire
OX1 3AZ

**Venue details**
Basement Gallery

**Event type**
Family-friendly

**Event cost**
Free

**Disabled access?**
No

**Booking required**
Recommended

**Online booking**
Book online here

**Further information**
https://www.hsm.ox.ac.uk/event/marconi-day-2022

Join us to celebrate the birthday of radio pioneer Guglielmo Marconi.

Come and experience the world of radio with our friends from the Oxford and District Amateur Radio Society (ODARS).

You’ll find our Basement Gallery transformed into an amateur radio station for the day, and we’ll be in radio contact with people across the globe.