

User guide for the Faculty of Medicine Events Calendar

The Faculty of Medicine has an open-view Events Calendar to aid with planning of events hosted by various groups across the faculty. Everyone (at UQ) can see the event title, locations and who created the item. Some users e.g. faculty EAs, have viewing rights to see any notes that have been added, e.g. regarding status of planning or contacts.

Use the calendar to check any clashes with other meetings or events, and invite the med.events calendar when you are planning an event.

Put “hold” in the event title if you are still in planning phase, then edit to lock in or amend once an event is confirmed. Most users will be able to see only the title and location, so label your event with the target attendees, e.g. a school/centre-internal event. Add some contact details or status information in the notes for the uber-users to refer to if anyone asks them about events in the calendar.

Only one note of caution, if you are simply including the calendar on your general event distribution, then any zoom links in the location would be visible to all UQ users. There is a risk of random UQ strangers finding the calendar and joining your event. If this is an issue then create a standalone invitation to the calendar without the links and note in the location field, e.g., “online, by invitation”.

The FoM Research Office can also add external research events of broad interest to the calendar, if they are likely to impact on other events held in UQ/faculty. Please bring them to our attention on med.research@uq.edu.au

To view the calendar: in your outlook calendar, look for med.events@uq.edu.au in the Add Calendar or Shared Calendars options, as in the two screen shots below. The full name in contacts is “Faculty of Medicine Events”. See [here](#) if you need better instructions on how to view the calendar.

