

CoA Calendar

The calendar displayed on the College of Architecture website homepage – coa.ou.edu is intended to display College initiated events and activities and specific Division events and activities (e.g. convocation, graduation, banquets, special displays or exhibits, advising, career, interdisciplinary or special Division events, all Board of Visitor meetings, major guest presentations, workshops or symposiums). This calendar is updated and maintained independent of Division website calendars.

The College website calendar will be maintained by the Web and Communications Coordinator (W/C Coordinator). Along with College administration and staff, the W/C Coordinator is responsible for identifying and posting College initiated events and activities.

In order to better communicate Division initiated events or activities of interest or benefit to the College to the W/C Coordinator at regularly scheduled Unit Managers Meetings Directors will give the W/C Coordinator a written list of events or activities to be added to the College calendar.

Include the following information for each event or activity submitted for posting.

- Title (required)
- Date(s) and Time(s) (required)
- Location (required)
- Description (required)
- Event contact person name (required)
- Event contact person email (required)
- Event contact person phone number (suggested)
- Link to event information and link text (such as *Click here to learn more*) (if applicable)

Division events or activities needing to be added to the calendar between Unit Managers meetings shall be submitted by the Division Director in writing to the Web and Communications Coordinator as necessary.

Division Calendars

Each College of Architecture Division has the ability to display a calendar on their division website homepage. These calendars are intended primarily for displaying selected College events and activities and division-specific events and activities that might not be included on the CoA calendar.

Each Division website calendar is independent of the College website calendar and other Division website calendars. Calendar updating and maintenance is the Division's responsibility.