

Submitting Events

Thank you for your interest in sharing your event with the University of Denver Diversity Website. Below are series of guidelines and directions on how to make sure your event appears on our website.

All events that appear on the diversity website event page must adhere to the following criteria:

1. Promote the Diversity, Equity, and Inclusion at DU
2. Is open to at least one of the following groups: University of Denver Students, Staff or Faculty

Featured Events

Featured events can be either DU Community or Denver Community Programs. If you would like to have your event featured at the top of our page please provide the below information at minimum of 4-6 weeks in advance of your program:

- Title of event
- Date, Time and Location
- Short description
- Graphics (highly encouraged)
- RSVP Link if available
- Point of Contact

Please send this information to Sujie Kim.

DU Community Events

The diversity website event page pulls directly from 25live. If you would like to have your event appear on our calendar, you will need to make sure the event is listed on the 25live calendar system. Currently, the calendar will pull any event with keywords that are related to diversity, equity and inclusion.

To make sure that your event will be on the event calendar, you will need to select both “Publish to web” and “Calendar – Diversity” when editing the events Categories.

For more detailed information on using 25live please see the linked page:

<http://www.du.edu/registrar/eventscheduling.html>

Denver Community Events

If you are a Denver Community Member who would like their event to appear on the University of Denver’s Diversity website event page please send an email to Sujie Kim with the following information:

- Title of event
- Date, Time and Location
- Short description
- Graphics (highly encouraged)
- RSVP Link if available
- Point of Contact