Event Calendar

Overview

The event calendar promotes Moody College of Communication events (outside of classes) that are open to the public, students or the university community. The communications team oversees and manages the calendar in conjunction with departmental offices and faculty/staff members. The backend of the calendar is handled by Trumba.

Accessible through the Moody College homepage, the calendar features events such as film screenings, lectures, information sessions, and trainings. Viewers can sort by department, audience or event type. They can add events to their calendars, receive text or email reminders, or subscribe to receive weekly emails with Moody College events.

Eligible Events

To be eligible for the calendar, events must be sponsored by a department, program, faculty member, or student organization and open to the public, students, or the university community. Some external events may be eligible if they feature Moody College projects or faculty members, or if they are relevant to Moody College students and audiences.

Most event information (i.e. location, time, speakers) should be finalized before it is submitted.

Getting an Event on the Calendar

Follow the steps below to submit an event to the Moody College's public events calendar:

- Go to https://moody.utexas.edu/event-submission
- Sign in with your EID and password
- Complete the Submit Event form
- Click "Next", this will allow you to review the event information before it is sent for approval (make sure it meets the above eligibility guidelines)
- Review the information, if correct click the "Submit" button
- You will receive an acknowledgement email message at the email address provided in the Submitter email field
- You are not notified directly when the event is approved. If you need to edit any event information, please send that request to comm-calendar-approver@austin.utexas.edu

Note: Make sure to reserve any rooms before submitting an event.