



Integrated Diversity and Inclusion Learning Opportunities Calendar

The purpose of this calendar is:

- To elevate, highlight, and publicize diversity and inclusion learning opportunities in a single location, increasing participation in existing educational experiences, and minimizing competing events.
- To offer a resource for both individuals and groups looking for opportunities to meet their inclusive excellence goals.
- To make collaboration as simple and streamlined as possible by using the existing UNL Events calendar system.

We need your support. Because your unit provides relevant learning opportunities, we see you as a valuable partner in this effort. We hope you will participate in this collective effort to ensure that DEI learning opportunities reach as many people as possible and create meaningful change here at UNL.

How it works:

1. Let us know the name of your existing UNL events calendar so that we can subscribe.**
2. You add your training/workshop to your calendar. (Some tips are located below.)
3. The system sends us a notification when you add an event.
4. If the event is a relevant DEI educational experience, we elect to have it show up on the integrated calendar.

** If you do not already have a UNL Events Calendar, directions are below.

FAQ's and Details:

Q: Am I only allowed to put DEI relevant events on my calendar? / Do I need a separate calendar that only hosts my DEI events?

A: No. We have the ability to choose whether to add each event to our calendar. Your calendar can have as many events as you would like. If you have events that are not DEI relevant, we will simply decline to add them to the integrated learning opportunities calendar.

Q: Do I have to add my calendar to my department's webpage?

A: No, while your events and calendar will be accessible to all campus members if they search for it ****in the UNL events system****, your calendar does not have to be permanently added to a tab or page on your website.

Q: If I opt to have my trainings listed on the integrated calendar, will that remove them from my department's event calendar?

A: No, while these calendar events will still be listed on your department's event calendar, they will also be listed on the integrated calendar to make it easier for participants to find DEI-related trainings.

Q: What if my opportunities are only for specific campus populations? Do I have to offer them to the whole campus community?

A: No, you can still list your target population in the description of your learning opportunity and/or require that participants register for the event or verify that they are a member of a certain campus community to participate. We do ask that you clarify who your target audience is in your description, as the integrated calendar will reach a larger audience than your unit's website.

Q: What qualifies for inclusion in the integrated calendar?

A: Any event that is purposefully aimed toward developing specific skills and knowledge that affect a participant's capability, capacity, productivity, or performance. Trainings, workshops, conferences, or educational speakers all fall into this category. Other experiences, such as celebrations, drop-ins, or social events may be good candidates for our general ODI calendar, but will likely not be included on the Learning Opportunities Calendar.

Still have questions? Please contact, diversity@unl.edu for further information and assistance.

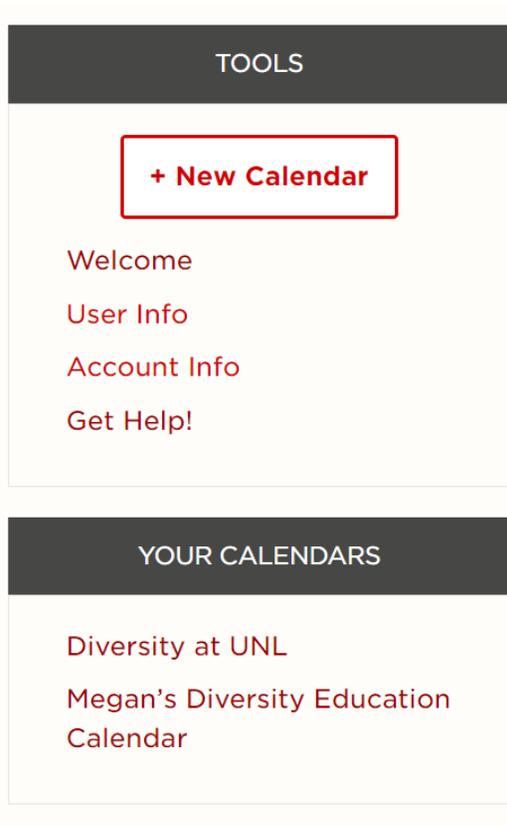
The remainder of this document lists instructions and best practices for utilizing UNL's events calendar so that you may have your learning opportunities added to the Integrated DEI Learning Opportunities calendar.

How To Access Your Own UNL Events Calendar

[UNL Events](#) is the calendar system the University of Nebraska uses to publish upcoming events, share events between departments and colleges, and syndicate these events to websites and digital signage. The system implements a collection of different calendars, allowing users to keep their events separate from the University-at-large while being able to push them to the main UNL calendar when necessary.

Anyone with a UNL login has access to create a calendar and an event.

UNL Events can be found at events.unl.edu and event calendars are visible to everyone. Specific department and college calendars have their own URL, such as events.unl.edu/law. Events are managed through the [UNL Events Manager](#) link, which is accessible by anyone with a UNL account.



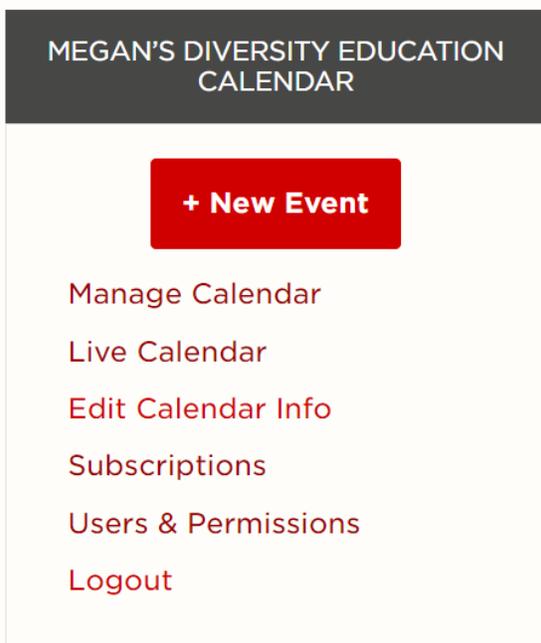
If you have never created an event through UNL Events Calendars, begin by logging in using your UNL credentials at events.unl.edu.

Be sure you navigate to the “Manage Events” link if the menu shown to the left is not visible.

To create a new calendar, select the ‘+New Calendar’ option, or, to add an event to an existing calendar, navigate to your calendar of choice to manage the calendar or create an event.

If your calendar is public, ODI will be able to subscribe to your calendar and add your learning opportunity to the integrated calendar.

Best Practices for Creating Events



These instructions apply to any calendar that you have access to. These are in the dropdown menu in the upper-right corner of the screen once you are logged into the “Manage Events” section on events.unl.edu.

1. Log in and confirm that you are on the correct calendar - the system may initially log you into your personal calendar.
2. Select the calendar you want from the 'Your Calendars' box on the lower left corner.
3. Click the red + New Event button at the top left.
4. At the top right, in the 'Sharing' box, select 'Public' to make this a public event ('Private' is default).
5. Complete the fields that have a red asterisk: Title, Location, and Start Date and Time. See below for tips and tricks for writing an event description.
6. Click 'Submit Event'.

Writing Your Event Description

When you post events that will be posted to the integrated calendar, keep in mind that you will reach an audience beyond your department. Consider clarifying your intended audience and avoiding language that only departmental members may know (such as listing the location as “the auditorium.”) The following information may be helpful to include in your event description:

- Sponsoring unit/department
- Location: room and building
- Intended audience
- Skill/knowledge level of target attendee
- Topic and intended learning outcome
- Date/time
- Location

Event Description Template:

[Sponsoring unit/department] would like to invite you to attend [training workshop name]. This training/workshop will focus on [topic] with a goal of [intended learning outcome(s)]. The training is intended for [target audience] whom [skill/knowledge level of target attendees]. This training will be held on [date/time] at [location].

Sample Event Descriptions:

Sample #1:The Office of Diversity and Inclusion would like to invite you to attend our All are welcome: Diversity and Inclusion basics workshop. This workshop is an introductory presentation where participants explore their own identity, address various diversity and social justice topics, and participants engage in meaningful dialogue about advancing their diversity competency. This workshop is specifically intended for students who are interested in beginning their inclusive excellence journey. This workshop will be held in the Unity Room (212) on the second floor of the Jackie Gaughan Multicultural Center on City Campus.

Sample #2:The Office of Diversity and Inclusion would like to invite instructors to attend our OUCH! That Stereotype Hurts: Communicating Respectfully in a Diverse World workshop. Through this training we will work to foster an environment of courageous conversations and respect while creating an opportunity for meaningful dialogue using a common language to speak up against stereotypes, bias, and disrespect. This training is specifically intended for faculty, staff, and graduate assistants that will be teaching undergraduate students and are interested in learning strategies to respectfully respond to and meaningfully redirect biased language and ideas that may be presented in the classroom. This workshop will be held in the Big Ten room on the first floor of the City Campus Union.