Entering Workshop Meetings

to the Stanford Humanities Center Website

1. Secure a venue and date/time.
   a. If your workshop meeting is to be held at the Humanities Center, request
      space by filling out the event reservation form
      url is: http://shc.stanford.edu/room-reservations/reservation-form
      If you have issues with this or questions about the different spaces available,
      contact Patricia Terrazas pterraza@stanford.edu.
   b. If your workshop meeting is to be held at another venue, contact the
      appropriate person to reserve a space and time/date.

2. Please wait until the space and time/date have been confirmed. Once you have
   your venue and date/time confirmed, fill out the online Geballe Research
   Workshop Meeting form which will ensure that your meeting will show up on
   the Humanities Center website. The form url is:
   http://web.stanford.edu/~vmarian/20152016workshops.fb
   a. YOU MUST have the following information ready when filling out the form:
      Event date/time/location

3. If you need to make edits to a workshop meeting you have already entered, fill
   out the form http://web.stanford.edu/~vmarian/1516workshopupdate.fb. If
   you have problems with this, contact Veronica Marian at vmarian@stanford.edu.

4. This year’s workshop meetings can be found at
   http://shc.stanford.edu/workshops/current-workshops as well as
   http://shc.stanford.edu/events (and click on “Geballe Workshops”)

5. You can access all of the above forms from
   http://shc.stanford.edu/workshops/geballe-research-workshops.

   From the right-hand menu you can
   a. Request a meeting space/date/time
   b. Enter your workshop into the online calendar once your venue/time have
      been confirmed
   c. Edit information to the online event page.

6. PLEASE NOTE that if you wish for your event to show up on the website
   calendar, you must submit the above information no later than two weeks prior
   to your workshop meeting. We will try to accommodate later requests but we
   cannot guarantee them.