

# MASSBIO

## Share Your Upcoming Events with the Greater Life Sciences Community



Post your event on [massbio.org/events](https://massbio.org/events) and receive over 20,000 views monthly. Plus, your event will be featured in our weekly Upcoming Events newsletter that is sent to 19,000 life sciences professionals every Friday (the deadline for inclusion is Wednesday at 2pm).

### How to post your event:

1. Log into your **member dashboard** (If you do not have an account, learn how to create one via our **FAQs**)

2. Click on the **'Post Events'** tile



3. Fill out the event name, start date, end date, & category. Subtitle is optional and the company should auto-populate. (For events lasting more than 3 consecutive days, list only the start date and include timing details in the description. Do not create separate entries for registration or submission deadlines). Click **'Next'** when done

4. Enter the event description in plain text. Formatting options will be available after entry

5. Click **'Edit'** to upload a thumbnail image – must be 400 x 400 pixels, PNG or JPEG format. Click **'Next'** when done

6. Fill out the location fields

7. Enter either the **'Registration Website'** or **'Registration'** email

8. Click **'Submit'** when you are done. (It may take up to 30 minutes for your event to appear on our website)