

## Share Your Events with the Massachusetts 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:

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

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



**Step 3** Fill in the required event fields; add a sentence summarizing the event in the Subtitle field. Your Company name will auto-populate. For events in a series submit each instance separately. Do not extend the End Date beyond the individual event timeframe. For multi-day events, list the event timing details in the description. Do not create separate entries for registration or submission deadlines. Click **"Next"** when done.

A screenshot of the 'Overview' section of the event posting form. It includes fields for: NAME OF EVENT \*, SUBTITLE, COMPANY \*, START DATE \*, END DATE \*, and CATEGORY \*. There are calendar icons next to the date fields. A blue 'Next' button is at the bottom with a hand cursor pointing to it.

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

A screenshot of the 'Event Description' form. It shows a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and text color. The main text area is empty.

**Step 5** Click **'Edit'** to upload a thumbnail image – must be 500 x 400 pixels, PNG or JPEG format. Upload only photos or graphic images. Please refrain from uploading logos or graphics containing text. Click **'Next'** when done.

A screenshot of the 'Thumbnail Image' section. It contains the text 'Please Upload Thumbnail file here.' and a blue 'Edit' button with a hand cursor pointing to it.

**Step 6** Fill out the location fields

A screenshot of the 'Location' section of the form. It includes input fields for: VENUE NAME, VENUE WEBSITE, ADDRESS LINE 1, ADDRESS LINE 2, and ADDRESS LINE 3.

**Step 7** Link to your event registration site by either entering the **'Registration Website'** or **'Registration'** contact email.

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