

# 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 all **required event fields**
- Add a **one-sentence summary** of the event in the **Subtitle** field
- Your **Company Name** will auto-populate (no need to enter it manually)
- For **event series**, submit **each occurrence separately**
- Set the **End Date** to match the **actual event timeframe** (do not extend it beyond the event)
- For **multi-day events**, include **detailed timing** in the event description
- Do **not** create separate entries for **registration dates** or **submission deadlines**
- When finished, click “**Next**”

**Overview**

NAME OF EVENT *	<input type="text"/>
SUBTITLE	<input type="text"/>
COMPANY *	<input type="text"/>
START DATE *	<input type="text"/>
END DATE *	<input type="text"/>
CATEGORY *	<input type="text"/>

**Next**

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

**Event Description**

Format

**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.

**Thumbnail Image**

Please Upload Thumbnail file here.

**Step 6** Fill out the location fields. (If your event is taking place in the MassBioHub, enter the venue name as **MassBioHub**)

**Location**

VENUE NAME	<input type="text"/>
VENUE WEBSITE	<input type="text"/>
ADDRESS LINE 1	<input type="text"/>

**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 30-60 minutes for your event to appear on our website)