

## Tips for adding an event to the R&D Forum Website

### Event listings

The events home page is:

<http://www.rdforum.nhs.uk/001x.asp>

Click to submit an event.

You will be taken to a form that looks like opposite:

Tips:

1. Do not use ALL CAPS as it is difficult to read
2. Enter the name of your event.
3. The display date is the date(s) of your event e.g. 24-25 September. The "First Date" is the first day your event starts e.g. 24 Sept. This is so events can be listed in date order on the Forum website.
4. Select "external event" or "call for proposals"
5. Add a description and details of your event. Include a link to a website for further information.
6. If pasting text from a Word document use the Word paste icon circled above
7. If pasting text from a website use the Text paste icon circled above

### NHS R&D Forum Events

Event Title:

Display Date:

First Date:  
 Day:  Month:  Year:

Type:

Description:

www.rdforum.nhs.uk

Path: p

Your Name:

Your Phone Number:

Your Email Address:

To add a link to an external website select/highlight the website address and click the hyperlink icon indicated by an arrow above. A dialogue box will open – please select "open in new window" (see below)

For assistance please contact:

Angie Major

NHS R&D Forum

Tel/Fax: 01235 850050

angie.major@rdforum.org.uk

