LiveWhale
Best Practices
Office of the Executive Vice Dean, PSOM
Summer 2019
Current Status

- The EVD team continues to monitor the events calendar for accurate data and consistency among all PSOM events.

- Editors should regularly check their events to ensure accurate and complete information. Additionally, hide events that are missing key information and/or should not be viewable to the public.
Where the Event Calendar is Featured

- Departmental websites
- University calendar
- PSOM Digital Displays
• Event title should display as:

Title of the event, Speaker’s name and degree

EXAMPLE:

Science 101 - Jane Jones, M.D.

• Image
• Short description
• Event type
• Event description
• One location and plotted map
• Contact person
• Include location and plot map
• Hide duplicates and enter location information in one of the events
• For public events with a private location, we suggest using the following/similar wording:

Registrants will be notified of the event location.
• Two options to edit the title of an event that pulled into LiveWhale via EMS:
  • Edit the title directly in EMS
  • Hide the event and create a new event
• The “Short Summary” section is a good place to include information about the event (for example, talk title)
• Enter the text in regular font (i.e. do not bold or italicize) and, if a talk title, put text in quotations
2:00pm - 3:00pm EST

Law Auditorium, Jordan Medical Education Center, 3...

EVD Seminar Series - Jonathan Epstein, M.D.

“Coordinating tissue interactions: notch signaling in cardiac development and disease”
EVD Seminar Series - Jonathan A. Epstein, MD

2:00pm - 3:00pm EDT
505 Jordan Medical Education Center

Contact Info:
nhighley@mail.med.upenn.edu

Related Content:
- Seminar Flyer.docx (Document)

“Coordinating tissue interactions: notch signaling in cardiac development and disease”

Lecture and Q&A with Jonathan A. Epstein, MD (William Wikoff Smith Professor, Perelman School of Medicine)

Posted to calendar: PSOM General Interest

Event types: Seminar & Lecture

Edit this event  Add to my calendar
Monthly Stats Report

- Populated at the beginning of the month
- Outlines your average event score, events to improve, high scoring events and total events
- Scores are based on Best Practices guidelines
Event Sharing Feature

- Option for users to highlight events of interest hosted by other groups on their department’s calendar
- Great tool for an event that is hosted by multiple groups
Featured Event Tag

- Used by EVD/CSO staff to highlight upcoming events for the rotating feature on the PSOM homepage
- If this tag is added to your event, please do not remove it
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