

Department of Urban Studies and Planning

Event Planning Suggestions

This document contains a number of suggested steps when planning for an event at the Department of Urban Studies and Planning at MIT.

Check Availability – Please try not to schedule your event at the same time and date as other departmental events – [check the internal DUSP Calendar \(Google\)](#) and the [MIT Events DUSP Calendar](#).

Add your event to the DUSP Calendar –

The DUSP Events Google Calendar includes all events of interest to the DUSP community. The calendar is accessible to the public but the audience is our community. Lectures, brown bag presentations, happy hours, career events, receptions, t-shirt sales, and more are all candidates for posting.

To add events, ask anyone who already has editing privileges to give you access or post the event, or follow the directions below to add yourself as an editor. ***All editors can modify or delete any event, so please use caution when editing events: remember: if you delete an event because you are not interested, you may think you are just deleting it from your own calendar, but you'll be robbing everyone of the chance to see it.***

Giving Calendar Permissions to Yourself:

1. Make sure you are logged out of Google
2. Go to the [HTML version](#)
3. Click on the button in the lower right hand corner
4. Sign into Google Calendar with:
 - > username: addDUSPcal@gmail.com
 - > password: dusp2008
5. Click on the down arrow button next to “DUSP Events” on the left side
6. Scroll down and select “Share this calendar”
7. Enter your preferred email address (often a Gmail address) and scroll down under permission settings to “Make changes AND manage sharing”
8. DO NOT FORGET to click the SAVE button at the bottom of the screen before exiting
9. Sign out of addDUSPcal@gmail.com and sign back in with your email address to see if it worked.

When you add events, be sure to include the location and copy and paste the event description into the calendar entry.

Request a Room – Use [CRON's SA+P Room Reservation System](#) (Certificates Required) to find a SA+P room that has capacity, the amenities, and is available during the time of your event. By clicking on room numbers, you will be able to see a calendar of availability and complete a request for your event.

Contact HQHelp – Email hqhelp@mit.edu for logistic support for ordering catering for your event

Add Your Event to Social Media & the MIT Events Calendar– Please create a Facebook event using your own account and add Takeo Kuwabara (@takeo.kuwabara.14) as a co-host. We will then be able to add you to the DUSP Facebook Calendar and create an event for you on the MIT Event Calendar. **In order to reach a wide group of folks, please endeavor to add your events at least 7 full days prior to when it is scheduled.**

By creating the event yourself you retain the ability to instantaneously modify details for your event, as changes and updates occur. We will also use the information you provide in your event description to publicize your event on DUSP's social media channels and to add your event to the MIT Events Calendar. In addition, we will also share with relevant groups, including adding your event to SA+P's weekly email.

***Publicity (group/mass) Emails and Graphic Design** – We apologize in advance, but because of the number of events at DUSP we are unable to send mass emails to the DUSP lists or provide graphic design support for all events run by program groups, labs, and individual faculty members. [If you would like a poster for your event, please consider using the DUSP Poster Template \(available in both PowerPoint format and InDesign format\). Detailed, illustrated instructions for quickly creating your own poster can be found here.](#)