

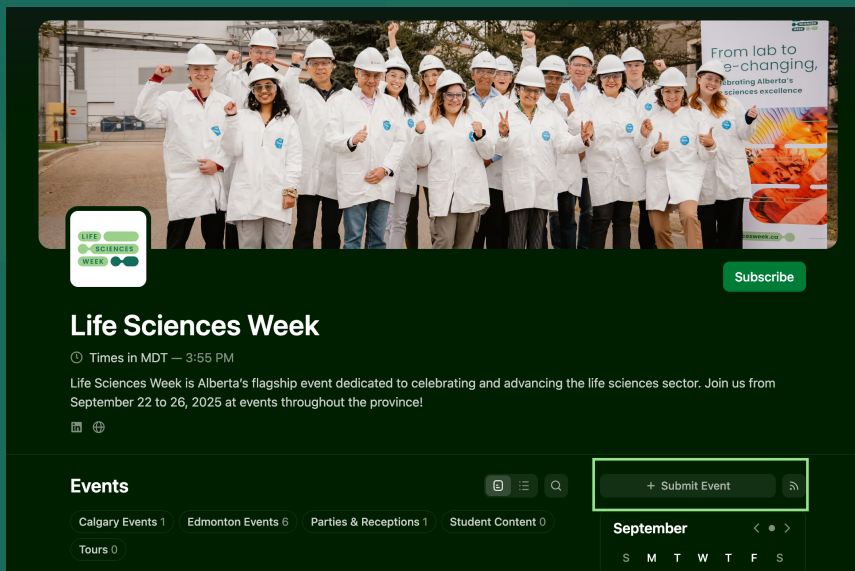
HOW TO SUBMIT AN EVENT FOR LIFE SCIENCES WEEK

1 Visit our Life Sciences Week Calendar

Visit the Life Sciences Week page on Luma: <https://lu.ma/life-sciences-week>

2 Navigate to the Events Section

On the Events section, you'll find a button that says, **"Submit Event"**.



You may be prompted to sign in or create an account. Once logged in, click the button and select between the following options in the dropdown menu:

Create an Event

Create a new Luma event through your account and add it to Life Sciences Week.

Submit Existing Luma Event

Select this option if you already have a published event on Luma you'd like to add.

Submit External Event

Select this option if your event is not hosted through Luma but has an external link.

***All Life Sciences Week events should have a dedicated landing page, whether hosted through Luma or an external site to ensure a seamless experience for attendees.**



3 Fill in Event Details

Create an Event

When you choose this option, you will be prompted to enter the event details, including title, description, date, time, and location. Once your event is created, you can edit and enhance it with additional information such as registration links, promotional images, and speaker details.

Submit Existing Luma Event

When you choose this option, you will be prompted to enter your **Luma Event URL**. All the details from your published event will automatically populate.

Submit External Event

When you select this option, you will be prompted to enter your **Event Page URL** hosted from an external site. Provide event details including event title, location, name of host, dates and time. When people click your event, they will be taken to your external link for registration.

4 Review Your Submission and Submit

Before submitting, double-check all the information for accuracy. Ensure that all fields are correctly filled in. Once you're satisfied with the event details, click the "Submit" button to send your event for approval.

5 Approval and Confirmation

Your event will be reviewed by our team. You will receive an email confirmation once your event has been approved and added to the calendar.

If you have any questions, contact us at info@lifesciencesweek.ca.

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GET DIRECT ACCESS TO THE CALENDAR!



LIFE

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WEEK