BRISBANE TALKS CALENDAR

How to add events

BRISBANE TALKS PURPOSE

Aggregation of events apparently consistent with our mission to stimulate and civilise public discussions of big ideas, particularly those which attempt to facilitate genuine, respectful dialogue.

GAIN ACCESS TO THE BRISBANE TALKS CALENDAR

1. Request calendar access to *thebrisbanedialogues@gmail.com*
2. You will receive an invitation email. Open and click the button "Add this calendar"
3. Open Google Calendar to see "Brisbane Talks" calendar under the heading "My calendars". Note that you must have a google account and be signed in.

ADD NEW EVENT TO BRISBANE TALKS CALENDAR

1. Open your Google Calendar and ensure the Brisbane Talks calendar is available under the heading "My calendars"
2. In the top left corner, click + Create
3. Fill out event details in pop-up box →
   a. **Title:** include organization name before event title
   b. **Date & Time**
   c. **Location:** add address or "Online Event" as appropriate
   d. **Description:** Include brief overview and link for further information & contact details
   e. Make sure **"Brisbane Talks"** calendar is selected
4. Click Save
5. The event has now been added to the Brisbane Talks calendar.