

MetroWest STEM Education Network: Event Submission Form

Thank you for sharing your event with MetroWest STEM Education Network (MSEN)!

The information you provide in this form will be used by MSEN to share your event on the Community Activities page of our website (<https://www.metroweststem.com/community-activities>), in the MSEN Bi-Weekly Digest, and on our social media.

The form is divided into two parts. The information you provide in the first part will be for the MSEN website and newsletter, and the information you provide in the second part will be for social media.

* Required

1. Email address *

Event Contact Information

2. Contact's First Name *

3. Contact's Last Name *

Event Information:
MSEN Website and
Newsletter

This information will appear prominently on the MSEN website's Community Activities page and be used for the Bi-Weekly Digest.

4. Organization *

5. Title of Event (Maximum 100 Characters) *

This title will appear on the Community Activities page.

6. One Sentence Event Description (Maximum 250 Characters) *

This description will appear under your event's title, date, and time on the Community Activities page.

7. Event Description for Newsletter (Maximum 500 Characters) *

This description, with the text unedited, will be used for the MSEN Bi-Weekly Digest post about your event.

8. Website *

Please provide a link to a place where participants can learn more about your opportunity. Examples: a webpage for the event you are sharing with us, a registration link (that provides the full details for your opportunity), your website, etc.

9. Event Date *

Example: January 7, 2019

10. Event Start Time *

Example: 8:30 AM

11. Event End Time *

Example: 8:30 AM

12. Repeating Event Dates and Times

If your event is more than one day long, please include the range of dates and start-end times that it is running. If you are offering the same event on different dates and times, please include the dates and start-end times that it is running. If you would like to propose a different event, please fill out a separate form.

13. Image/Flyer for Newsletter (Link to Image/Flyer)

MSEN will use the linked image/flyer to share your event in the Bi-Weekly Digest. If you cannot provide a link to the image/flyer, you may email it to: stemnet@framingham.edu.

**Social
Media**

Please provide the following information (if available) to allow MSEN to share your event on our social media accounts.

14. Text for Tweet (Maximum 280 Characters) *

This is the text MSEN will use to tweet about your event, even if your organization does not have their own Twitter account. Be sure to include any relevant hashtags or other accounts to tag (if applicable)!

15. Image for Tweet (Link to Image)

This is the image MSEN will use to share your event on our social media accounts. If you cannot provide a link to the image/flyer, you may email it to: stemnet@framingham.edu.

16. Twitter Handle (if available)

17. Instagram Handle (if available)

18. Facebook (if available)

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