Virtual Event Guidelines
Events.Towson.Edu

Please ensure these three fields are completed when submitting virtual events to events.towson.edu.

Field 1: Event Type:

The event type field is already mandatory, but in addition to whatever event type you select, you will need to also select the “virtual” event type. Don’t worry, you can select more than one event type.

Field 2: Event URL:

The event URL should include a specific link to the virtual event. We really want you to include as specific a link as possible. Ideally this would be a link to the event WebEx or live stream. If your event has a registration component, continue to use the existing RSVP functionality in events. Please avoid posting generic links to your departmental website or other links that make it difficult for students to find your virtual event. We want to make sure it is easy for students to find the virtual events. Also, please do NOT include any information other than the URL in this field. For example, do not list the URL as “WebEx https://www.towson.edu” as this will confuse the system. Only include the URL.

Field Three: Title

Please continue putting “Virtual:” in the title.

If you need assistance with using WebEx for your events, visit https://www.towson.edu/technology/training/resources/webconferencing/webex/