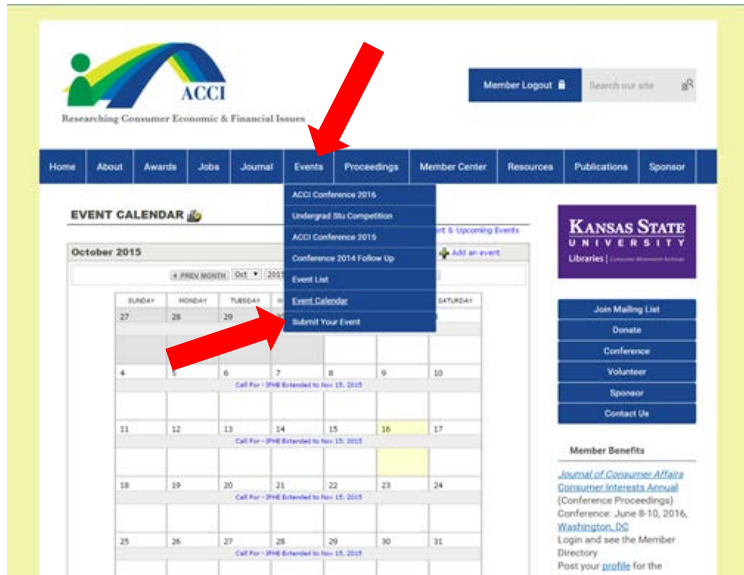




# How to submit an event to the ACCI Calendar

1. Login to the ACCI **Member** section by clicking on the **Member Login** button at the top of the page (if you need help, please see “How to Login to ACCI Member site” Instructions)
2. Then click on the **Events** menu item, then scroll and select **Submit your Events**



3. Follow the Instructions listed to submit your event to the ACCI Calendar

## ACCI welcome submissions to the Event Calendar

Please submit your upcoming Conferences, Events, and Calls for Proposals/Papers as follows:

Email to [Ginger.Phillips.Executive.Director](mailto:Ginger.Phillips.Executive.Director) and put **Calendar Entry** in the subject line. Please include:

- Event Name
- Event Dates, start and end times for first and last day
- URL link to more information
- A contact person with phone and email
- When to begin to appear on the calendar, when to remove from the calendar (dates)
- We can include a very brief description if you wish.

[Go to the Event Listing](#)

[Go to the Event Calendar and search by month](#)