Posting instructions for the best results.

Your posts on medical events are like your events' webpages and therefore, you need to follow the instructions for the best results: You can always return and log in to edit your postings.

Before Posting an event make sure that you have:

1. A good quality image of the event, preferably 1/2 - 1/3 height to width ratio, and a picture of the speaker if he or she is not already in the system.
2. A brochure for the event PDF format (optional)
3. All information about the event, speakers, and venue, etc.

You will need to register, select the role (organizer, attendee, speaker, etc.), and log in.

Permanently recorded entries: The information about certain entities gets recorded and stays in the system. Before adding, please check if these entities are already in the system. These items should not be added multiple times. Below is the list of entries that you need to look for. You will need to add if your organizer, speaker, venue, etc. are not listed.

Your event's specialty: The event specialties are added by the administrators. Typing in the first few letters will bring up a drop-down menu with specialties. Select the appropriate specialties. Contact us if you don't find your specialty.

The Event Organizer / Host: Events Hosting Organization (a private company or an association etc.) should be added only once. Check if your organization is already listed. Someone else might have added it previously. Typing a few letters will show up in the list in the drop-down menu. Select if it already exists otherwise add new. Adding an organizer will take you to another screen. You will need to return by clicking on the create event tab after adding your organizers.

Events Speakers: Just like organizers, Speakers get permanently recorded. You can add a speaker if you are a speaker yourself or an event host. You will need a short bio and a picture to post speakers' info. Some speakers speak at multiple conferences, therefore check if your speaker is already listed by someone else.

Event Venues and locations: Each event Venue is also supposed to be added separately and only one time. Check (by typing the first few letters) if your venue already exists. Some examples of event venues are: The Venue managers may also add their venues.

Washington State Convention Center Seattle.

Westin Hotel Downtown Seattle

Hilton Hotel Heathrow Airport

Creating events' posts.

After making sure that that your organizer/host, Speakers, and venues are already listed or added by you, you are ready to create your event. Here are some tips to effectively promote your events:

1. **Title:** Must contain wording that applies to your event as visitors' may search using the title. Some Organizers like to add the year city and country at the end of the title.
2. Example. "Annual Cardiology Conference 2022, Seattle USA".
3. **Event Type:** You can select multiple options that apply. It's important to select online events for webinars, online courses, streaming or webcasts, etc.
4. **Event specialties:** Type in a few letters for the specialty and select from the drop-down list. Let us know if you want us to add a new specialty. You may assign multiple specialties.
5. **Start and End Dates:** Select from the dropdown menu.
6. **Abstract Submission Date:** (if applicable). Write all rules and requirements.
7. **Abstract Guidelines:** Fill this section even if you have posted it on your website.
8. **Event description:** Try to have at least 300 words description that include keywords and phrases for good search results. The events posted at Medical Events can be searched through google, MS Edge, and Yahoo, etc.
9. **Event venue:** Type in a few letters and the venue will be displayed. Select from the drop-down menu. Add if your venue is not in the database already. Note: Select, "Online Event" If your event is online.
10. **Add Organizers:** Organizer/host can also be selected from the existing database. You will need to add if your organizer is not on the list. Please Avoid multiple entries.
11. **Speakers:** Speakers can also be selected from the existing database. You will need to add if your speakers are not on the list. Please avoid multiple entries.
12. **For registration/tickets purchase:** Provide valid URL link for tickets purchase e.g. https://medicalevents.com/register
13. **Event Cost:** Enter amount and currency sign
14. **Event capacity:** Add the maximum number of attendees for the event.
15. **CME Credits:** Indicate if your event offers CME Credits.
16. **CME Credits Fall under:** Select the range of CME Credits.
17. **Total CME Credits:** List maximum credits for the whole event.
18. **Event Information Contact Email:** Add the e-mail that the interested individuals can write for questions (This email will not be visible to the public)
19. **Event Registration Contact Email:** (This email will not be visible to the public)
20. **Event Website URL:** Though this post may be enough you may have a separate website for your events. Add its URL if you do. Example https://MedicalEvents.com
21. **Event website Name:** You may assign a name to your event's website. Example "44th Annual Cardiology conference".
22. **Event Sponsors:** Do you have sponsors other than hosts? Add all of them.
23. **Event Session Title:** Add if there are breakup sessions?
24. **Session Start Date and Time:** Select from the dropdown menu.
25. **Session End Date and Time:** Select from the dropdown menu.
26. **Session CME credits:** List the Credits for the session
27. **Session Description:** Describe the sessions.

28. **Session location:** Provide the session location within the Venue. For example, "Cascade Room Second Floor"
29. **Session Speaker:** You can add multiple speakers for the session. Write a few letters to see the list and select.
30. **Add another speaker:** Select another speaker if applicable.
31. **Event Image:** Have the image saved and upload.
32. **Event Brochure:** Upload your brochure in PDF format?
33. **Exhibits (if any):**
34. Select Exhibits start and end dates and time:
35. Exhibit cost: Add cost if any.
36. Brief Description of the exhibits
37. Captcha: Click

Please send us a message or contact us if you have questions or concerns:

support @medicalevents.com (copy and paste, delete space between support and @ symbol)

Phone: +1-206-575-7771