Writing template for events held by departments/subjects

You can make life easier for your secretary by using this template to announce events on your subject/department website.



Please note that we only announce events on the website if they are organised by the school itself.

Events that are due to take place only in Danish can be described in Danish alone. In all other cases your text should be submitted in both Danish and English, or in English alone.

Please send a separate text for each event to your department secretary. This is because texts have to be posted in the calendar separately. However, it’s OK to send a programme for an entire semester for a lecture society (for instance). This can be posted as a combined sub-site to which each individual event can link. In cases like this, you still need to submit a headline and a sub-heading for each individual event. But you don’t need to fill in the “body text” field below.

**Headline** (max. 60 characters including spaces, focusing on the content of the event)

*Write here…*

**English translation** of headline

*Write here…*

**Lead/sub-heading** (max. 250 characters including spaces, focusing on the nature of the event)

*Write here…*

**English translation** of lead/sub-heading

*Write here…*

**Body text** (min. 600/max. 4,000 characters including spaces. Full-length texts should include at least one paragraph/sub-heading)

*Write here…*

**English translation** of body text

*Write here…*

**Date and time events start and finish**

*Write here…*

**Venue**

*Write here…*

**Cost of event (or is it free?)**

*Write here…*

**Is the event open to everyone, or has a specific target group been invited?**

*Write here…*

**Once you have filled in the template, please save it on your computer and then send it to:**

**Katrinebjerg:** web.katrinebjerg.kasernen@cc.au.dk

Department of Digital Design and Information Studies

Department of Media Studies and Journalism

**Kasernen:** web.katrinebjerg.kasernen@cc.au.dk

Department of Comparative Literature and Rhetoric

Department of Art History, Aesthetics & Culture and Museology

Department of Dramaturgy and Musicology

**Nobel:** web.nobel@cc.au.dk

Department of English

Department of German and Romance Languages

Department of Linguistics, Cognitive Science and Semiotics

Department of Scandinavian Studies and Experience Economy