

Oxford Talks: Briefing for Seminar Administrators

The University has adopted a powerful new system for advertising seminars [Oxford Talks](http://talks.ox.ac.uk). This is a centrally supported service open to all and aiming to provide a single source of information about all talks, seminars and speaker events taking place in the University.

Advertising Seminars

The great thing about Oxford Talks is that it is really easy to add seminar information, and once added there are several ways of using it, so you should only ever have to enter this information once.

- Your seminars can now be found by anyone on the Oxford Talks website
- You can link to the seminar or seminar series from your Departmental website or you can embed a 'feed' from Oxford Talks into your Department website. This means you need not add seminars to your website. It is updated automatically when you add them to Oxford Talks.
- You can easily email information about seminars or the seminar series.
- You can produce a document/poster with seminar information for posting or emailing.

Looking for Seminar Information

Those looking for seminar information can create personal lists of seminars and seminar series that they are interested in.

- They can easily add seminars to their electronic calendars.
- They can subscribe to seminar series so that the seminars are added to their calendars. When seminars are added their calendars are automatically updated.
- They can set up email reminders for seminars.

Teachers/Advisors/Supervisors

Those responsible for teaching/advising/supervising groups of students or researchers can easily create a tailored list of seminars of specific interest to their students/staff.

- If this list incorporates other lists it will be updated continuously.
- This list can be distributed and used in the various ways described above.

Further Information can be found on the Oxford Talks website – <http://talks.ox.ac.uk>

We welcome comments, questions and recommendations for improvements - oxtalks-contact@it.ox.ac.uk