



## Ontario Independent Facilitation Network

### Instructions for Posting an Event to [WWW.OIFN.CA](http://www.oifn.ca)

To submit an event for publishing on the OIFN website event calendar, please follow the link below:

<http://www.oifn.ca/submit-event/>

You will be asked to enter information into a series of fields.

Please note that some information is optional.

Fields marked with a \* must be filled-out for the event request to be accepted.

If you would like some help to submit your event, please contact Bill Rollo at [bill@webps.ca](mailto:bill@webps.ca) or 519-966-8094 Ext. 7

In your e-mail, please attach any flyers, brochures, images, and any other information about your event, including:

- Your name
- Your e-mail address
- Name of the event organizer
- Organizer's e-mail address
- Name of the event
- A brief description of the event
- Event date(s)
- Start and end times
- Event location
- Information on how to register (contact, link to webpage, etc.)

***Please know that a representative of OIFN will be in touch within 10 days to follow-up on your request to post an event.***

***Thank you!***