

## 03. Event

### Purpose

Use the Event content type for publishing an event on the European Commission website, or to let an event appear in the Commission website events' list view, linking to an event site or page outside the Commission website.

### Rules

- **ec.europa.eu/info site:** the Event type must be used to publish contact details about an event
- **other EC branded websites:** implementation and use of the event contact content type is recommended if the site hosts a significant volume of relevant content

### Guidelines

If you need to create and add an upcoming or past event to the European Commission website, consult the step-by-step [guidelines](#) to using the Event content type.

### Background

Events are displayed in the [European Commission website's list view](#) and can be simultaneously displayed as a related event on a generic Commission website page, department page, topic page, policy page or research area page.

There are three states for an event:

- future
- live (via web streaming)
- past

Add information manually to the Event content type, according to the state of the event.

By using the Event content type, you can display an event's agenda and location, as well as upload multimedia relating to the event.

Use before and after event features such as featured image or video, date and time, location, speakers, agenda (travel timeline), registration link, registration deadline, scribble, social media profile, organiser, website, contact, summary, multimedia library and publications.

### Training

DG Communication organises regular Content management system training sessions.

Fill out the [training request form](#) to register your interest.

### Contact and support

If you require further assistance, please contact:

[Comm Europa Management](#)

European Commission  
DG Communication  
Unit B.3  
Europa Web Communication