

Reeves, Judi

From: Reeves, Judi
Sent: Wednesday, March 3, 2021 2:34 PM
To: Reeves, Judi

ANNOUNCING THE NEW PROCESS FOR SUBMITTING *HASS EVENT REQUESTS* AND *HASS WEB UPDATE REQUESTS*

If you are organizing an event, are participating in an event, or would like to update the HASS Website, please refer to the following:

For new HASS Events please follow [this link](#), fill out all the information on the request form and submit.

The information you provide will be shared with the appropriate HASS staff to get it listed on the **HASS Events Calendar AND Morning Mail** as well as the **Institute Events Calendar**.

For Web Updating to the HASS Website please follow [this link](#), fill out all the information and submit.

These links can also be found at HASSinfo.rpi.edu > Forms and in HOW DO I..in Administrative Services.

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