

## Diversity Events Calendar Guidelines

The Diversity Events Calendar is a publication of the Oregon Health Authority's Office of Multicultural Health and Services (OMHS). Its intent is to be used as a resource of community events that build, support or relate to cultural competency and/or cultural appreciation.

The OMHS Diversity Events Calendar is provided as a service to the public. All events included in the calendar are submitted by the public. OMHS is not necessarily affiliated with any individuals or organizations that submit these listings. While OMHS occasionally hosts or sponsors some of the listings, for the most part, events listed in the calendar are hosted by outside organizations. These organizations typically aim to teach, empower and establish respect between varying peoples and cultures.

### **Submission Guidelines:**

Each event must promote or be geared towards diversity whether its in relation to race, physical ability, sexuality, mental capacity or cultural practices. Celebrations commemorating specific cultural heritages may be included, as well as events geared toward minority audiences.

**Events promoting political agendas or religions will not be included.** Please be aware that this calendar is targeted towards residents of Oregon and SW Washington, therefore events should take place in Oregon or SW Washington with expectations being made for nation wide conferences. Feel free to submit for review any event you feel fosters education and/or inclusion of others. When submitting your event to the Diversity Event Calendar please do so in the following manner:

**Event title:**

**Date:**

**Location:** list building, address and room

**Time:** list beginning and ending time

**Description:** tell us what the event is about and aims to accomplish.

**Make sure to also include in the description:**

**Costs (if any):**

**Age restrictions (if any):**

**Contact Person:** include name, email and phone number.

**URL:** Please send us the URL to your event and/or your organizations web page

**Flyer (if any):** Attaching a flyer is a great way to cover your bases and receive more promotion. We can post the flyer at our office and can also use it as a reference point to make sure we have all the information needed.

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Send submissions to Alexis Asihene at [alexis.m.asihene@state.or.us](mailto:alexis.m.asihene@state.or.us) for review and posting. OMHS has the right to decline any submission. You will be alerted through email if your event is approved and posted or if it did not meet criteria.