



Creating an Event Register

```
<style>
/* Course Entry Route */
.row.courseRoute{
  margin-left:0;
  margin-right:0;
  padding-bottom:1em;
  margin-bottom:1em;
  border-bottom: 1px solid rgb(51, 51, 51);
}
.courseRoute div.caption{
  display: block;
  font-size: 0.75em;
  font-weight: 400;
}
.courseRoute .courseTitle,
.courseRoute .courseLength,
.courseRoute .courseType,
.courseRoute .courseDeadline{
  font-weight: bold;
  padding:6px 0;
}
.courseRoute .courseTitle{
  color: #2993d0;
}
.courseRoute .courseApply{
  padding-top:7px;
  padding-left:0;
  padding-right:0;
}
/*ACCORDIONS / COLLAPSE
*****/

.panel-group .panel {
  border-radius: 0;
}

.panel-group .panel+.panel {
  margin-top: 10px;
}

.panel-default {
  border-color: #e7e7e7;
  border-radius: 0;
}

.panel-default .panel-heading {
  padding: 0;
  background: transparent;
  border-radius: 0;
}

.panel-default .panel-title > a {
  display: block;
  padding: 28px 30px 28px 20px;
  font-size: 18px;
  color: #2993d0;
  text-decoration: none;
}

.panel-default .panel-title > a .prefix{
  display:none;
}

.panel-default .panel-title > a .fa {
  float: right;
}
```



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```
.accordionStandard .panel-default .panel-title > a{
  position: relative;
}
.accordionStandard .panel-default .panel-title > a .fa.fa-caret-right {
  float: none;
  display: block;
  position: absolute;
  right: 20px;
  top: 40%;
  top: calc(50% - 10px);
}

.panel-default .panel-title > a:not(.collapsed) .fa:before {
  content: "\f0d7";
}

.panel-body {
  background: #eee;
  padding: 20px;
}

.panel-open-all {
  border-top: 1px solid #e7e7e7;
  margin: 20px 0;
  padding: 20px 20px 0;
  font-size: 18px;
}

.panel-open-all .fa {
  margin-left: 5px;
}

.panel-group > .panel-open-all > a.closeAll > i.closeAll:before {
  content: "\f0d7";
}

.banner .accordion_box .panel-group .panel .panel-heading .panel-title a span.flagExternal{
  background-image: url('https://www.ucd.ie/t4cms/ucdmaincore_new_window_icon.png');
  background-repeat: no-repeat;
  background-position: center center;
  display: inline-block;
  width: 14px;
  height: 14px;
}

/
/*BUTTONS
*****/

.btn {
  border-radius: 0;
}
.btn-spacer{
  height: 34px;
}

.btn.default {
  color: #0a4873;
  background: #eee;
  border: 0;
}

.btn.blue {
  background: #2993d0;
  color: #fff;
}
.btn.blue:hover {
```



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```
background: #45a1de;
}
.btn.darkblue {
background: #0a4873;
color: #fff;
}
.btn.darkblue:hover {
background: #5f839e;
}
.btn.yellow {
background: #f0c650;
color: #0a4873;
}
.btn.yellow:hover {
background: #f8ce58;
}

main#single-column-content {
background-color: white;
}

.image.video img {
display: block;
margin: 0;
}

img {
max-width: 100%;
height: auto;
}

img {
vertical-align: middle;
}

img {
border: 0;
}

img[Attributes Style] {
width: 100%;
}

</style>
```

```
<!--<h1 class="pageTitle">General Information</h1-->
```

```
<h3>General Information</h3>
```

```
<p>The WST Summer School sessions return from July 1-3.</p>
```

```
<p>WST Summer School is where we invite you to participate in one of our small hands on peer-to-peer sessions to learn some information from your colleagues across the organisation.</p>
```

```
<h3>What does that mean?</h3>
```

```
<p>Each session is hosted by a colleague within the organisation who has a skill set, a process or some insight that they are happy to share outside of the normal training offerings.&nbsp; Groups for the sessions are purposely small so that the facilitator can spend time engaging with the participants about the session topic.&nbsp; Participants will be contacted in advance and asked to prepare a relevant example or have real life work that the facilitator can help them with during the session to make sure they get the most value from participating. By hosting these small numbers, attendees will get to focus on their particular learning; be able to implement the information in real time and learn from the experiences and questions of the group.</p>
```

```
<p>These are hands on sessions where you will be asked to work with examples. Participants will be asked to prepare these examples or bring elements to work with during the sessions.</p>
```

```
<h3>Sessions Offered:</h3>
```

```
<p>To help identify which session might be most valuable to you they are described with</p>
```




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```
</tr>
</tbody>
</table>
</p>

</div>
</div>
</div><!--/panel-->

<div class="panel panel-default">
  <div class="panel-heading" role="tab" id="heading:ROWNUM">
    <h4 class="panel-title"></h4>
  </div>
  <div id="collapse:ROWNUM" class="panel-collapse collapse" role="tabpanel" aria-labelledby="heading:ROWNUM">
    <div class="panel-body">
      <p><table>

<tbody>
  <tr>
    <td style="text-align:left; width:18.3961%"><strong>Name</strong></td>
    <td style="text-align:left; width:20.3324%"><strong>Facilitator</strong></td>
    <td style="text-align:left; width:21.8572%"><strong>Start Time</strong></td>
    <td style="text-align:left; width:19.4373%"><strong>Duration</strong></td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.3961%"><strong>Using Super Hunch to develop your idea</strong></td>
    <td style="text-align:left; width:20.3324%"><strong>Ciaran Bryan</strong></td>
    <td style="text-align:left; width:21.8572%"><strong>12:00</strong></td>
    <td style="text-align:left; width:19.4373%"><strong>60 minutes</strong></td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.3961%"><strong>Outline</strong></td>
    <td colspan="4" style="text-align:left; width:81.8014%">
      <p>&nbsp;</p>

      <p>A practical demonstration and hands on use of the Super hunch sketch pad template. This session will show how you can use the template to develop a hunch into an idea that is both feasible and impactful. Describe five fundamental components about your hunch, gain feedback on it and develop your idea into a &quot;Super Hunch&quot;;</p>
    </td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.3961%"><strong>Problem Addressed</strong></td>
    <td colspan="4" style="text-align:left; width:81.8014%">
      <p>&nbsp;</p>

      <p>This session is designed to address common challenges in idea development by providing a structured framework through the Super Hunch Sketch Pad. It helps transform vague hunches into viable ideas by evaluating feasibility and impact, encouraging effective collaboration and feedback, and streamlining decision-making processes. Participants will save time and enhance decision quality, benefiting from diverse perspectives and ensuring their ideas are both creative and practical. Ultimately, the session empowers individuals to refine their initial ideas into well-thought-out, impactful &quot;super hunches&quot;, making them more likely to succeed in their respective areas</p>
    </td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.3961%"><strong>Would suit</strong></td>
    <td colspan="4" style="text-align:left; width:81.8014%">
      <p>&nbsp;</p>

      <p>People who have an idea, but want to think it through in a more structured way with the goal of making it more feasible and impactful.</p>
    </td>
  </tr>
</tbody>
</table>
</p>

</div>
</div>
</div><!--/panel-->

<div class="panel panel-default">
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<h4 class="panel-title"></h4>
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  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Getting the most out of your Workvivo Space</strong></td>
    <td style="text-align:left; width:21.7105%"><strong>Mark Simpson</strong></td>
    <td style="text-align:left; width:20%"><strong>&nbsp;14:00</strong></td>
    <td style="text-align:left; width:20%"><strong>&nbsp;60 minutes</strong></td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Outline</strong></td>
    <td colspan="4" style="text-align:left; width:81.7105%">
      <p>&nbsp;</p>

      <p>Are you getting the most out of your Workvivo space? Join this hands on session with Mark Simpson for some tips, tricks & techniques for getting the most out of your Workvivo Space to engage your audience.</p>
    </td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Problem Addressed</strong></td>
    <td colspan="4" style="text-align:left; width:81.7105%">
      <p>&nbsp;</p>

      <p>This session will help identify how you can use the features available in your Workvivo space to promote engagement with your essential messages and content.</p>
    </td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Would suit</strong></td>
    <td colspan="4" style="text-align:left; width:81.7105%">
      <p>&nbsp;</p>

      <p>Workvivo Space Admins, Workvivo Champions, anyone with responsibility for engaging the organisation with the content on their Workvivo space</p>
    </td>
  </tr>
</tbody>
</table>
</p>
</div>
</div>
</div>!--/panel-->

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  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Creating an Event Register</strong></td>
```



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```
<td style="text-align:left; width:21.7105%"><strong>Peter Kenealy</strong></td>
<td style="text-align:left; width:20%"><strong>&nbsp;10:00</strong></td>
<td style="text-align:left; width:20%"><strong>&nbsp;60 minutes</strong></td>
</tr>
<tr>
<td style="text-align:left; width:18.2895%"><strong>Outline</strong></td>
<td colspan="4" style="text-align:left; width:81.7105%">
<p>&nbsp;</p>

<p>This session will show people how to collect information through a google form and send it to a Google calendar via a sheet. There's lots of tips about
setting it up to run smoothly and CRUCIALLY, some coding (examples provided!) to connect it all.</p>
</td>
</tr>
<tr>
<td style="text-align:left; width:18.2895%"><strong>Problem Addressed</strong></td>
<td colspan="4" style="text-align:left; width:81.7105%">
<p>&nbsp;</p>

<p>Save time, streamline event planning or management etc, create efficiency, improve data accuracy. Allows people to create a shared calendar from multiple
sources using one bespoke form.</p>
</td>
</tr>
<tr>
<td style="text-align:left; width:18.2895%"><strong>Would suit</strong></td>
<td colspan="4" style="text-align:left; width:81.7105%">
<p>&nbsp;</p>

<p>People involved in coordinating events, Office/School managers, People with responsibilities for shared populated calendars</p>
</td>
</tr>
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</div>
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    <div class="panel-body">
      <p><table style="border-collapse:collapse; height:192px; width:100%">
<tbody>
<tr>
<td style="height:24px; text-align:left; width:18.2895%"><strong>Name</strong></td>
<td style="height:24px; text-align:left; width:21.7105%"><strong>Facilitator</strong></td>
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<td style="height:24px; text-align:left; width:20%"><strong>Duration</strong></td>
</tr>
<tr>
<td style="height:24px; text-align:left; width:18.2895%"><strong>Value Proposition Canvas</strong></td>
<td style="height:24px; text-align:left; width:21.7105%"><strong>Emma Mescall</strong></td>
<td style="height:24px; text-align:left; width:20%"><strong>&nbsp;12:00</strong></td>
<td style="height:24px; text-align:left; width:20%"><strong>&nbsp;60 minutes</strong></td>
</tr>
<tr>
<td style="height:72px; text-align:left; width:18.2895%"><strong>Outline</strong></td>
<td colspan="4" style="height:72px; text-align:left; width:81.7105%">The Value Proposition Canvas a framework and a visual tool that aids and ensures in the delivery
of customers value/needs based on building a profile of the customer and your business. This will ensure that there is a fit between both relationship for excelling your
service delivery.</td>
</tr>
<tr>
<td style="height:48px; text-align:left; width:18.2895%"><strong>Problem Addressed</strong></td>
<td colspan="4" style="height:48px; text-align:left; width:81.7105%">This interactive session will allow service providers to reflect, streamlining and explore the
relevancy of their offerings in the UCD context to benefit to both your consumers and you.</td>
</tr>
</tbody>
</table>
</div>
</div>
</div>
```



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</tr>
<tr>
  <td style="height:24px; text-align:left; width:18.2895%"><strong>Would suit</strong></td>
  <td colspan="4" style="height:24px; text-align:left; width:81.7105%">Staff in central services, school/college offices or help desk providers</td>
</tr>
</tbody>
</table>
</p>
</div>
</div>
</div><!--/panel-->

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  <td style="width:20%"><strong>Duration</strong></td>
</tr>
<tr>
  <td style="text-align:left; width:18.2895%"><strong>Listening with Confidence &ndash; How to hear &amp; be heard (Advance active listening)</strong></td>
  <td style="text-align:left; width:21.7105%"><strong>Donal Kiernan</strong></td>
  <td style="text-align:left; width:20%"><strong>&nbsp;14:00</strong></td>
  <td style="text-align:left; width:20%"><strong>&nbsp;60 minutes</strong></td>
</tr>
<tr>
  <td style="text-align:left; width:18.2895%"><strong>Outline</strong></td>
  <td colspan="4" style="text-align:left; width:81.7105%">
<p>&nbsp;</p>
<p>An in person session to share some context and active listening techniques to allow UCD staff to be confident that they have heard what is being communicated, remember their own input and responses and be able to leave those conversations secure in their understanding of what was being communicated to them and by them.&nbsp; We&rsquo;ve all left meetings confused about what just happened, what was said, what did I say and of course, what actions do I have to take now? Join this short session to learn how to understand what is happening when you find yourself in this headspace and some simple techniques to focus and engage in active listening so that you can hear &amp; be heard with confidence in every situation.&rdquo;</p>
</td>
</tr>
<tr>
  <td style="text-align:left; width:18.2895%"><strong>Problem Addressed</strong></td>
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<p>&nbsp;</p>
<p>This session will aid employees in engaging in conversations, meetings &amp; sessions where feelings of nervousness, being overwhelmed, over subscribed or challenges around focus or active engagement can lead to a lack of clarity in the objective conversation &amp; the actions that are being asked of them. Through understanding what is happening when focus drifts and having some tools to engage in active listening &amp; communicating effectively participants will be able to leave confident about their engagement.</p>
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    <td style="text-align:left; width:20%"><strong>Duration</strong></td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Creating NaviLens tags for your area</strong></td>
    <td style="text-align:left; width:21.7105%"><strong>Emily Smith</strong></td>
    <td style="text-align:left; width:20%"><strong>&nbsp;10:00</strong></td>
    <td style="text-align:left; width:20%"><strong>&nbsp;60 minutes</strong></td>
  </tr>
  <tr>
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    <td colspan="4" style="text-align:left; width:81.7105%">
      <p>&nbsp;</p>

      <p>Exploring how NaviLens Wayfinding and information technology can help to cultivate an accessible and welcoming campus for our diverse UCD community. We will look at how our built environment can pose difficulties for members of our community and conversely, how NaviLens can help to foster a sense of belonging and better engagement with support services around the campus</p>
    </td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Problem Addressed</strong></td>
    <td colspan="4" style="text-align:left; width:81.7105%">
      <p>&nbsp;</p>

      <p>Supporting wayfinding for campus services, particularly in internal spaces. Providing context for users as to how a unit can support them and offering alternative ways to engage with the service in a way that best suits the user.</p>
    </td>
  </tr>
  <tr>
    <td style="text-align:left; width:18.2895%"><strong>Would suit</strong></td>
    <td colspan="4" style="text-align:left; width:81.7105%">
      <p>&nbsp;</p>

      <p>People who want to support universal design and foster an inclusive campus environment in UCD! It would be particularly helpful for teams who have a student / community facing office space / support desk.</p>
    </td>
  </tr>
</tbody>
</table>
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</tr>
<tr>
  <td style="text-align:left; width:18.0718%"><strong>Outline</strong></td>
  <td colspan="4" style="text-align:left; width:81.0073%">
    <p>&nbsp;</p>

    <p>This session is designed for those who are already familiar with the standard setup of the Booking Centre functionality in InfoHub. It will introduce you to the more
    advanced features that are useful for event managers.</p>
  </td>
</tr>
<tr>
  <td style="text-align:left; width:18.0718%"><strong>Problem Addressed</strong></td>
  <td colspan="4" style="text-align:left; width:81.0073%">
    <p>&nbsp;</p>

    <p>This session will demonstrate how to:</p>

    <ol>
      <li>&nbsp;<br>Create events for internal staff/student events or set up events with external attendees, including handling payments.</li>
      <li>&nbsp;<br>Link your finance code to direct booking payments to your cost centre.</li>
      <li>Advertise your event for both internal and external attendees. There will also be an opportunity to ask general questions about using the Booking Centre (please
note: specific issues cannot be troubleshooted during this session).</li>
    </ol>
  </td>
</tr>
<tr>
  <td style="text-align:left; width:18.0718%"><strong>Would suit</strong></td>
  <td colspan="4" style="text-align:left; width:81.0073%">
    <p>&nbsp;</p>

    <p>This session is aimed at event managers who handle external attendees, deal with finance related to ticketing, and use the Booking Centre on InfoHub for
    managing their events.<em>Note: this session assumes you are already using the Booking Centre to manage events. If you are not familiar with this InfoHub service,
    please see the</em><a href="https://www.ucd.ie/itservices/ourservices/administrativebusinesssystems/booking-centre/booking-centre"><em> IT Services
    webpage</em></a><em> for information on how to access it and manage events</em></p>
  </td>
</tr>
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</table>
</p>

  </div>
</div>
</div><!--/panel-->

<div class="text">
  <h3>General Details:</h3>
  <h10></h10>

  <dl>
    <dt>Start Date:</dt>
    <dd>02 Jul 2024</dd>
    <dt>Start Time:</dt>
    <dd>10:00</dd>
    <dt>Duration(Hours):</dt><dd> 1.50</dd>
    <dt>Location</dt><dd></dd>
    Ardmore Annexe
    Alpha Beta Room
    <dt>Contact Name:</dt>
    <dd>agile@ucd.ie</dd>
    <dt>Contact Number:</dt>
    <dd></dd>
  </dl>
</div>
<div class="image video">
  <IMG
src=W_HU_REPORTING.P_WEB_IMAGE?p_parameters=3BD002D2D66839190F9CAE7FD8324C383FE26E1C2559674A0A56E085F6B1E6C0A93833D7274714593BD
7A63D9D5E013242B5151A2ED2CC4848FC8D7993DF087F WIDTH=100%></div>
</div><!--/text-->
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<h4>Please note that you must be logged into to avail of the Book Now function. </h4>

```
<div class="panel panel-default">
  <div class="panel-heading" role="tab" id="heading99">
    <h4 class="panel-title"></h4>
  </div>
  <div id="collapse99" class="panel-collapse collapse" role="tabpanel" aria-labelledby="heading99">
    <div class="panel-body">
      <p></p>
    </div>
  </div>
</div><!--/panel-->
```

```
<iframe
width="100%"
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