

Community Calendar for Minnesota Bar Associations and Affiliates

What it is:

This is a community calendar for affinity and affiliate bar events. It is maintained by the MSBA, HCBA, and RCBA's Director of Equity and Inclusion, in partnership with the Federal Bar Association's Affinity Bar Liaison Coordinator. The goal is to facilitate scheduling and de-conflicting of events, allowing your respective organizations to check one consolidated calendar for conflicts rather than checking several websites, listservs, etc.

Who will use it:

As mentioned above, this calendar is for both affinity and affiliate bars. We plan to share this resource not only with bar associations but also legal aid, pro bono, and the local law schools.

This is not a public-facing calendar, meaning it's a viewable calendar but not published. The goal is for it to serve as a resource for the bar associations in planning events, not to replace your organizations' existing online calendars or events pages. While you are welcome to share the calendar with anyone in your organization, our vision is that it will primarily be used by leadership and event planners as opposed to your entire membership.

How to access it:

The calendar is accessible to **view** online here:

<https://outlook.office365.com/owa/calendar/61bc6b11e11b4666bad408629d14512b@mnbars.org/533e1969abeb460da60a7e6c51182b5a17697312384331530597/calendar.html>

You can also **subscribe** to the calendar here, which we recommend so you'll have constant access directly on your calendar:

<https://outlook.office365.com/owa/calendar/61bc6b11e11b4666bad408629d14512b@mnbars.org/533e1969abeb460da60a7e6c51182b5a17697312384331530597/calendar.ics>

How it will work:

If your organization has an event scheduled, please send any details to Erikka Ryan at eryan@mnbars.org and she will add to the calendar. A few notes:

- You can send the details and hold the date even before you've begun advertising the event publicly. We'd appreciate receiving the date as soon as you have it, even if you don't have any other details about the event yet (e.g., speakers, location).
- Please let Erikka know if the event is one of your organization's flagship events, such as a gala or annual event, so she can demarcate it on the calendar with **asterisks** so other organizations know of its significance.

- One of our main goals is to avoid having multiple signature events scheduled on the same day. Please send dates as far in advance as you can, especially for galas, conferences, and summits.

As a backstop, Erikka will also be actively watching for events to add through your newsletters, social media, websites, etc. Please ensure that Erikka is added to your listservs so she can stay in the loop in this way.

Erikka will send reminders ahead of the Quarterly Affinity Summits to review the calendar and ask for events to add.

Any further questions?

Please contact Erikka Ryan at eryan@mnbars.org.