

## Online Community Calendar Policy

The State of Nevada Office of HIV is proud to provide a central, comprehensive community calendar on the [EndHIVNevada.org](http://EndHIVNevada.org) and [Department of Public and Behavioral Health](http://Department of Public and Behavioral Health) website. These calendars provide information about HIV Events within the state of Nevada only. The Marketing Coordinator and Office of HIV Manager reserve the right to include or not include submitted requests for calendar entries based on the event submission requirements.

### Event Submission Requirements:

- Event must fall under one or more of the following categories: HIV prevention testing, HIV/AIDS awareness, Ryan White- related care activities, or other social support services (e.g., support groups, education, etc.)
- Event must take place within the state of Nevada
- Event must be free of cost
- Event must be open to either People Living with HIV (PLWH)/AIDS and their loved ones OR the general public
- Events should be sponsored by either a Nevada Ryan White sub recipient, a Nevada HIV/AIDS prevention provider, an agency or group that is tax-exempt entity (e.g., charitable, educational, registered non-profit, governmental, etc.) or non-income generating group
- Event may or may not be regularly scheduled
- Submission must be sent to the Marketing Coordinator for review at least two weeks prior to event
- Submitter agrees to allow the Office of HIV to edit the event listing information for style and consistency
- Submitter will be notified of approvals or denials within two business days of submission, if approved, event will be published onto events calendar within two business days

Event submissions are considered on a case-by-case basis. Any event that the Nevada Office of HIV and/or the Nevada Division of Public and Behavioral Health deems discriminatory, offensive, or violates state or federal law will be disapproved or removed from the events calendar.

**For any inquires or to get your event on the calendar, please contact Karla Rodriguez, Marketing Coordinator (Contractor) for the Office of HIV, 775-684-4026, [karodriguez@health.nv.gov](mailto:karodriguez@health.nv.gov).**