

Adding Activities to Pure

Activity Template: Attending or organising an event:

Activities Covered:

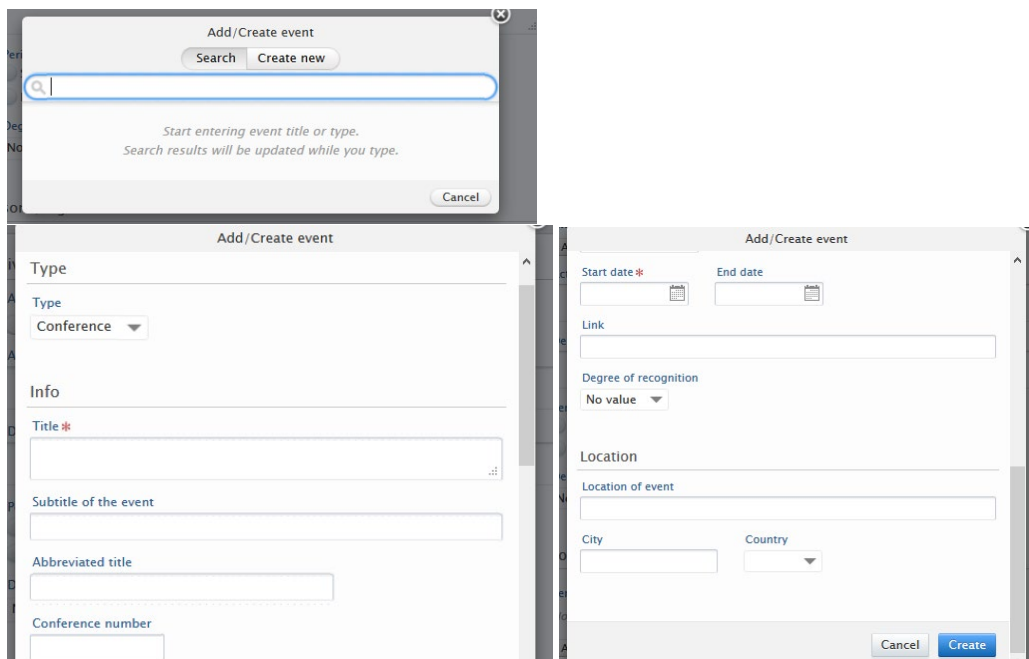
- Attending/organising a conference,
- attending/organising workshop, seminar or course,
- attending/organising festival or exhibition

NB This template should be used to record where you have attended a conference, workshop, seminar, festival etc. as a delegate/attendee, or where your only role was as organiser.


For conferences, workshops etc where you have participated as speaker, presenter, session chair etc, you should use the Template: Talk, presentation, public lecture, public engagement, outreach and knowledge exchange and select the appropriate category.

Information Required:

Search for or add an event. Type the name of the event into the search box, if no results are found click on the 'Create new' tab to add the event



Where possible, include the full name of the event, date, location, city and country
When all details are complete click on 'create' to add the event to the record

Attending event *
 ▶ **Example event title: Example event subtitle** Edit -
 1/01/20 – 2/01/20
 Edinburgh, United Kingdom

The event title will be used as the main heading/title for the Activity in Pure and on the Research Portal.

Activity

Add details of your role in the activities section, e.g. "Attended international workshop on the development of plant-based proteins and their role in food production".

Description

Provide a short description of the event such as subject matter covered, scope of the event, e.g international conference, seminar for practitioners/professionals at the national or local level, departmental workshop etc.

Period *

- Specific date
- Period of time

Enter the date of the event. For events of more than one day's duration, select period of time and enter the first and last date of the event.



Degree of recognition

No value ▼

Select the most appropriate degree of recognition for the activity if relevant.


Persons/organisations

Persons *

 University of Aberdeen , Participant	Edit -
<small>Internal person</small>	
 University of Aberdeen	-
<small>Organisational unit: Discipline</small>	

Activity managed by

Managing organisational unit *

 **University of Aberdeen**

Organisational unit: Discipline

Your name and affiliation will be pre-populated, click the edit button next to your name to select the most appropriate role for the activity, e.g. organiser, participant, attendee, etc.

If your activity involved other people, either internal or external, their details can be added by clicking Add person, and their role selected from the drop-down menu

The managing organisational unit will be assigned as your department/ institute. If you are associated with multiple areas, you can click on the change organisation unit to select a different unit

Documents and links ⓘ

Documents

Links

Where relevant, you can attach documents to the record, e.g. conference agenda, programme, etc. however, please check that you have the appropriate permission/authorisation to upload any documents. Documents can be added as Backend - restricted or confidential, and do not have to be public, even if the overall record is public and visible on the Research Portal. Pure supports multiple document and media formats including PDF, WMV, PNG.

You can also add links to any relevant websites. e.g. conference, event, or festival homepage.

Keywords ⓘ

KEYWORDS










ASJC SCOPUS SUBJECT AREAS

There are no associations

[Add ASJC Scopus subject areas...](#)

Keywords and Subject areas are not mandatory; however, you may decide to add them to increase discoverability of the record.

Relations ⓘ

Activities 	
Research outputs 	Impacts 
Prizes 	Datasets 
Press/Media 	Facilities/Equipment 
Projects 	Student theses 

Relations to other content in Pure can be added as necessary. This will help illustrate the interconnectedness of the various aspects of your research. Click the icon under the relevant content type to search for and connect items to the activity record.

Visibility ⓘ

Public - No restriction ▼

If you would like the information to be available on the Research Portal, make sure you select Public- no restriction option in the visibility section, otherwise mark the record as 'Backend - restricted to Pure users', or 'Confidential - restricted to associated users and editors'.

Status:

Finally, remember to save your entry. Once saved, your entry will appear in your Pure profile as "For approval". Once your entry has been checked and approved the record will appear in the Research Portal.



[Home](#) [Profiles](#) [Disciplines](#) [Research Output](#) [Research Facilities](#) [Datasets](#) [Impacts](#) ...

Liberty and the Polish-Lithuanian Commonwealth

Frost, R. I. (Participant)

History

Activity: Attending or organising an event > Attending/organising a Conference