

# Global Planning Calendar

Last Modified on 05/04/2023 4:34 pm EDT

Please use the [Global Planning Calendar](#) to plan your upcoming events. Other education & events volunteers can use this master calendar to position their own events with the best timing, and even collaborate across regions and chapters. The Global Planning Calendar will give volunteers a big-picture view of all the events (recruitment, networking, and educational) we have planned across the entire organization of HBA.

- You can **view** the document below. **To edit**, please contact your Education & Events Regional President or visit the HBA Education, Events, and Member Value Offerings community to obtain the link.
- Please update this spreadsheet *at least* quarterly. More frequently is encouraged!
- The left side of the Global Planning Calendar includes a personalized view for each region.
- Use this as a tool to see what events are scheduled in close proximity to the events your region/chapter/affinity group is planning. *Is there an opportunity for cross-collaboration?*
- Use this as a tool to see if there are events with a similar theme or topic to your events. *Is there an opportunity to change the timing of your events so as not to be duplicative? Is there an opportunity to make your content more unique, expand or limit the scope?*
- **As an important reminder, this is a planning tool and does not secure a desired date for your upcoming events.** Education and events leaders will still need to follow the [educational webinar planning timeline](#) and request dates/times through **Calendly** to secure the time for virtual educational events. All events will still need to follow the [HBA process for opening events for registration](#).

View the HBA Master List of events here:



