

Pitch an Event

V1.0: June 15, 2026: Estimated 2 minute read

Overview

Use this guide to submit an event to the CCOS website through the Pitch an Event Form. It explains what information to provide, what qualifies for submission, and what to review before you submit.

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Who Can Submit Events?

All CCOS-registered users, communications staff, and CTSA hub representatives may submit events for consideration. Events should support the CCOS mission of advancing

clinical and translational science and align with NIH priorities. If you are eligible but aren't yet registered for a CCOS account, review the [Getting Started guidance](#) to request one.

Review Policy

All submissions are reviewed by the CCOS Communications Team and the National Center for Advancing Translational Sciences (NCATS). CCOS may edit, reformat, or decline submissions that do not meet CCOS, NIH, or NCATS communication standards or priorities.

Before submitting, confirm that:

- The content does not include proprietary or confidential information
- You have permission to use any text or images included in the submission
- The information provided is accurate and ready for review

Reviews typically take between 3-5 business days after submission before your event will appear on the CCOS Calendar. You should receive an automated email once your event is posted.

Version History

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What Qualifies as an Event?

An event that qualifies for the CCOS community calendar is hosted by a CTSA-affiliated group or institution and is open to the general CTSA community. Examples include lectures, training institutes, and workshops. Additional examples can be found on our [calendar](#).

If you are hoping to highlight an event that has already happened, please submit that information through our [“Pitch an Article”](#) feature.

Event Submission Details

When submitting an event on the CCOS website, a draft will be saved and associated with your account, so you can return to it later, if needed. An event submission will not be reviewed by the Communications team until all sections have been completed and submitted.

Responsible Parties

You will be asked to identify the responsible parties for the event.

Are you the event liaison?

In most cases, the event liaison is the person submitting the form. If you are submitting on behalf of another organizer, you should select “no.”

Event’s organizer

You can search for any CTSA member in the “Event’s organizer” field. Their institution will populate automatically. If the organizer is not affiliated with a CTSA institution or group, check the checkbox, “Organizer isn’t a CTSA institution, committee, or group” and enter their contact information manually in the textbox below.

Overview

You will be asked to provide:

- Event info link (URL)
- How should we share your event after it’s posted on our calendar?
 - Social Media
 - Newsletter
 - Social Media & Newsletter

- Do not promote this event
- Event Title
- Description

Make sure the event title and description are clear, concise, and audience friendly.

Logistics

Provide the Time zone, Start date, Start time, End date, End time, and Format.

If the event is all day and does not have a defined start or end time, enter:

- Start time: 12:00 a.m.
- End time: 11:30 p.m.

If your event occurs over multiple days with a different start time and/or end time each day, please reach out to the [CCOS Communications team](#) with specific timing details after submission.

Also confirm that location or virtual access details are accurate before submitting.

For virtual and hybrid events, if you don't have a registration or join link upon submitting the event, please reach out to the [CCOS Communications team](#) after submission with a date that you anticipate the link will be ready.

Review & Submit

Before submitting your news article through the CCOS News Submission Form, confirm that:

1. The content aligns with NIH priorities.
2. The title and event details are clear and complete.
3. All links, dates, times, and venue information are accurate.

4. The submission has been reviewed by your institution's communications lead, if required by your institution.

Need Help?

For assistance or questions about formatting, review procedures, or submission eligibility, [email the CCOS Communications Team](#).

For technical issues with submitting the form, [email CCOS Support](#).

We'd Love Your Feedback

Your feedback helps improve CCOS resources. If you have suggestions for this guide, please [email the CCOS Support Team](#) with your comments.

[Home](#) Need Help

Health Experiences Research Training 1.0 - Hybrid Event

 **May 18, 2026 9:00 AM to May 20, 2026 3:30 PM** (Mountain Standard Time (MST) — UTC-07)

 **SW CACTI Main Conference Room, UNM Health Sciences Center** 900 Camino de Salud, Albuquerque, NM - New Mexico 87131

 **Hybrid** • Join link unavailable at this time.

Questions?

Regis Lacher
Event Liaison

 [Email](#)

Overview

About

Are you interested in bringing patient stories into your research and using rigorous, team-based, qualitative methods? Join us for our annual Health Experiences Research Network (HERN) training, hosted by the University of New Mexico. Launched in 2014, HERN is the United States chapter of DIPEX International. It is a partnership among researchers at the University of New Mexico, Oregon Health and Science University, the University of Wisconsin-Madison, Johns Hopkins University, Yale University, the University of Utah School of Medicine, the Veterans Administration, and Mount Sinai School of Medicine. What: Interactive sessions on methodology, project development and implementation; opportunities to present your research; and networking time with peers and senior researchers. Where: Attend in-person at the University of New Mexico or attend virtually via Zoom. Cost: In-Person: Faculty/Staff \$550; Students/Residents \$275. Virtual: Faculty/Staff: \$400; Students/Residents: \$200. UNM faculty & staff may be eligible for tuition remission. Registration is closed. Cancellation: You may cancel your registration by April 30, 2026 for a full refund, minus processing fee. Nonrefundable after April 30, 2026

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