

# MYEXPERIENCE EVENTS & WORKSHOPS DESCRIPTION GUIDELINES

💡 Please adhere to the following guidelines & process map when creating and editing event/workshop descriptions on the [MyExperience](#) platform.

## Process Map:

1. **Pre-event:** create event in MyExperience.ca Calendar (adhere to character limit – see guidelines below)
2. **Post-Event:** edit the event details (adhering to guidelines) / update attendance
3. **Review** for brevity/character limit

**FOLLOWING THESE GUIDELINES WHEN CREATING/EDITING AN EVENT DESCRIPTION IS NOW REQUIRED.**

*The following guidelines were established in Fall 2024 and will remain valid until further notice.*

*Please note: The MyExperience Advisor reserves the right to make any edits deemed necessary to the description to ensure compliance with these guidelines and university standards.*

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## THE FOLLOWING GUIDELINES FOR WRITING DESCRIPTIONS WILL APPLY TO THE FOLLOWING:

- **\*ALL EVENTS & WORKSHOPS DESCRIPTIONS:** Activities, workshops, presentations, symposiums, competitions, series, conferences, webinars, webcasts, info sessions, training sessions, dinners, exhibitions, guest speakers, trips, etc...

## THE INTENTION OF THESE GUIDELINES ARE:

- **To ensure event descriptions are clear and concise when transferred to a student's MyExperience Transcript**

*When necessary, additional context can be linked within the description*

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## GENERAL MYEXPERIENCE WRITING GUIDELINES:

- **CHARACTER LIMIT:** All descriptions must adhere to a **strict 500-character limit**, including spaces. This ensures consistency across all entries and facilitates easy translation to the MyExperience Transcript.

- When working with events and workshops, you may post a standard description larger than 500 characters for the sake of advertising, but once the event is complete and the attendance is updated, you MUST adjust the description into a 500-character guideline-influenced write-up.
- \*TIP: Adhere to the character limit from the onset to reduce admin time!
- **PRESENTER BIOS:** When retroactively editing an event, the presenter biographies should now be externally displayed and not contained within the description of the event. Instead, you may embed this additional information in the form of a link, preferably one that is embedded within the text itself.
- **COMPETENCIES:** When sharing an event, we encourage you to assign the relevant competencies that all students will potentially develop through this activity. However, you may still opt to allow students to self-select some, or all, of the competencies developed during the activity. Regardless of the method of assignment, students will have to have a minimum of 1 to a maximum of 8 competencies attached to any particular event. If the latter is applicable, and students are expected to self-select, please encourage them to do so at the conclusion of the event.
- **TIME AND DATE EXCLUSION:** Do not include specific time and date information within the description. This information will be reflected separately within the MyExperience system, through its specific date/time information input box. Time and date info can be included on a graphic design/image used to promote the activity, position, event, etc.
- **FORMATTING CONSIDERATIONS:** Be aware that certain special characters may not transfer correctly when copying and pasting into the MyExperience system. Specifically, hyphens (-) may be converted to question marks (?). Double-check your entries after saving to ensure accuracy. To avoid this altogether, paste content first in a google document and then to the MyExperience text box. Also, avoid using bullet points as these do not translate well when being extracted to the MyExperience Transcript.
- **CONTENT FOCUS:** Descriptions should concisely highlight the purpose, key activities, requirements, potential benefits, and learning outcomes. Use clear, professional language aligning with university standards.
- **AVOID REDUNDANCY:** Do not repeat information that will be captured in other fields of the event listing (e.g., location, date, time, event link, registration requirements, etc.).
- **PROOFREAD:** Carefully review all descriptions for spelling, grammar, and punctuation errors before publishing.

- **OBJECTIVE TONE:** Maintain an impartial and informative tone in the description, avoiding overly promotional language. Consider using inclusive, non-gendered language
- **CONSISTENCY:** Use a consistent style and format, as informed by the aforementioned guidelines, across all descriptions to maintain a professional appearance on the MyExperience platform and transcript

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## HOW-TO: EVENT & WORKSHOP DESCRIPTIONS (AI)

If you feel so inclined, AI CAN be used to assist in the process of creating and editing event and workshop descriptions adhering to the guideline framework detailed above.

This is in no need necessary should you rather take on the task yourself, but in the case that you are short on time to create/edit guideline-informed outputs, please feel free to copy and paste the following prompts into the platform of your choosing. We would professionally recommend, ChatGPT or ClaudeAI for this sort of task, as their quality of output has been better than others tested.

As mentioned before, these new descriptions can be created using AI technology BUT ensure that you RE-READ it to ensure relevancy, accuracy, and professionalism of the description.

*\*Disclosure: The following prompts are based on a more detailed version that has been tested, refined and used across a variety of MyExperience-related activities at the Career Bridge Centre. These prompts have been adjusted to suite your specific needs (event & workshop description creation/refinement)*

### **Potential AI Prompt #1 (Copy & Paste)**

You are to act like a copy-rewriting bot whose purpose is to take in already written event/workshop descriptions and edit them into brief activity summaries that adhere to the following guidelines I will provide for you. Please follow all of the outlined rules closely, as your outputs will be used to refine the MyExperience website and experiential transcript. The guidelines for writing are as follows: 1. Maintain a concise, professional tone throughout all outputs you create 2. Ensure your outputs are clear, relevant and directly tied to the list of competencies that I will provide for you after this prompt 3. Ensure all outputs adhere to a strict 500-character limit, including spaces 4. Do not include specific time and date information in your rewrites 5. When possible, avoid the use of special characters, including question marks and hyphens. Outputs should concisely highlight the purpose, key activities, requirements, of the position 7. Use clear, professional language at all times 8. Do not repeat information that will be captured in other fields (location, dates, links, registration requirements, etc) 9. Maintain a consistent style and format, as informed by these guidelines, across all outputs you create for me from here on.

If you understand, please let me know and I will provide the list of key competencies you will have to consider when creating your rewrites.

## **Potential AI Prompt #2 (Copy & Paste)**

The following is the aforementioned competencies to be taken into consideration, when you understand them, I will be providing you with the descriptions to be edited: Critical Thinking, Creativity, Inquiry and Curiosity, Technological Literacy, Transdisciplinary Understanding, Financial Literacy, Research, Assess and risk management, Rational Thinking, Thinking Outside the Box, Life Long Learning, Adaptability and Resourcefulness, Develop manage and monitor plans and projects, monitor thinking, Making transdisciplinary connections, self-regulated learning, Overcoming Barriers, Active Observation, Preparing Communicating and Defending Arguments, Study skills and time management, Self-understanding, identity development, Sense of purpose, Ethical Reasoning and Integrity, Spiritual Awareness, Professional development, Confidence, Self-care, Creative expression, Resourcefulness, Empathy, Interdependence, Meaningful relationships, Collaboration and teamwork, Leadership, Emotional Intelligence, Communication, Conflict resolution, Mentorship and role-modelling, Community betterment, social and civic responsibility, Stewardship, philanthropy, Sustainability, Embracing diversity, Inclusion and equity, Advocacy. Let me know if you understand this.

If so, we will begin editing these descriptions

### **CAUTION:**

You may still have to further train the AI should the outputs that it creates do not abide by the rules that prompts set in place for it. Should this happen, gently remind the AI of the rule it is forgetting and tell it to "try again". Continue to do this until the outputs are satisfactory

PLEASE MAKE SURE TO INDIVIDUALLY REVIEW AND CHECK THE OUTPUT IT PRODUCES. WE RECOMMEND YOU DOUBLE-CHECK CHARACTER LENGTH BY RUNNING THROUGH A FREE CHARACTER COUNTER PROGRAM ([EXAMPLE](#))

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## EXAMPLE DESCRIPTIONS

The following are what a description COULD look like whether created manually or with the help of AI tools. Please refer to these descriptions when creating and posting your own.

### **Ex Description #1: LinkedIn Workshop**

Enhance your online professional presence with Career Bridge's LinkedIn Workshop. Learn to build a strong profile, connect strategically, & leverage LinkedIn for career exploration. Topics include profile optimization, MET integration, networking strategies, content sharing, & understanding recruiter perspectives. Gain valuable insights on LinkedIn etiquette & daily engagement techniques. This workshop will equip you with essential skills for effective personal branding on LinkedIn.

### **Ex Description #2: Accounting Info Session**

MNP Accounting Recruitment Information Session provides insights into career opportunities at MNP. Attendees learn about MNP's corporate culture, various service lines, and potential career paths in accounting and finance. The session covers internship programs, entry-level positions, and professional development opportunities. Participants can engage with MNP representatives, gaining valuable industry knowledge and networking opportunities.

**Ex Description #3: So, You Want to Learn Python? - Beginner**

Introduces Python programming basics. This beginner-friendly workshop focuses on practical coding skills applicable to academic assignments. Participants learn fundamental Python concepts, syntax, and problem-solving techniques. The session demonstrates how Python can streamline data analysis, automate tasks, and enhance research projects across various disciplines. No prior coding experience required.

**Ex Description #4: Mental Health First Aid Workshop**

Mental Health First Aid (MHFA) provides support to individuals experiencing a decline in mental well-being or a mental health crisis. Participants will learn to recognize signs of mental health issues, encourage discussion about mental well-being, be taught MFHA good-practices, and guide individuals to professional and supportive resources. The 8-hour course begins with a self-directed module, followed by two virtual classroom modules.