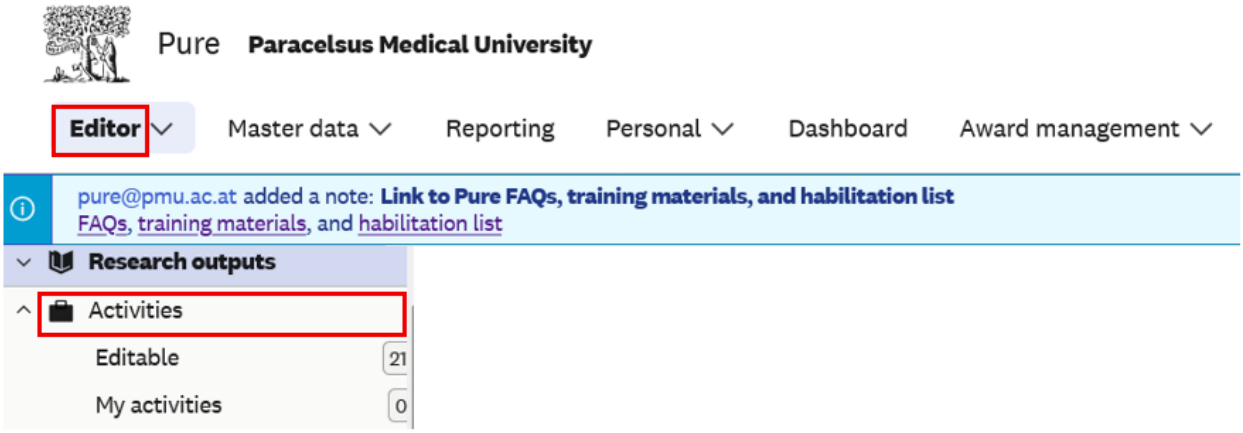
3.3 Scientific events

Scientific events organized by or hosted at your clinic, insitute or programm are considered scienctifically relevant data and are **included in the Science Report.**

To add a new scientific event:

1. Click *Editor* in the header, select *Activities,* and then click on the + button:



2. Select *Participating in or organising an event*, then select *Organising a conference*, *workshop*.

3. In the *Activities* editor window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

    1. **Number of participants:**
       Select the correct category (range).

    2. **Attending event:**
       Search for/or add the title of the event.

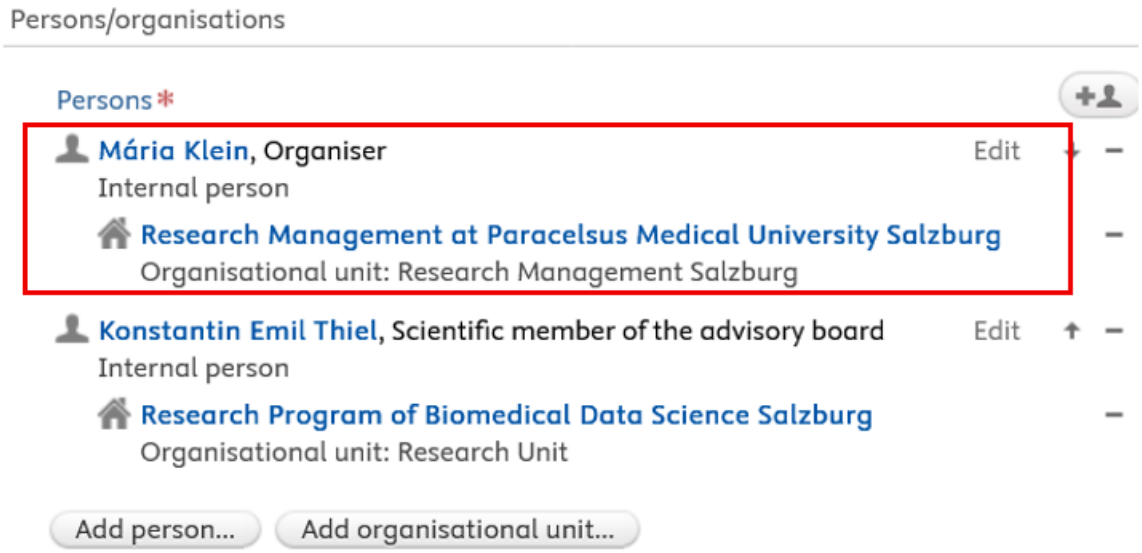
    3. **Period:**
       Select if the event will take place on a specific date (for example 2026/03/15) or a period of time (for example 2026/03/15-2026/03/17). Fill the information about the exact date(s) in.

    4. **Persons:**

       Pure automatically adds the content creator with the *Organiser* role, along with their organisational unit, to this field. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this activity. Click on *Add organisational unit* if you wish to register additional organisations.

> Please note that at least one person must be assigned the role **Organiser”**. (Other roles, such as “Participant,” are

For example, two persons are associated with this record, along with their respective roles and organisational units. However, this event will only be considered for Research Management, as the person **affiliated with this organisational unit has the role of “Organiser”**.



5. Managing organisational unit:

Pure automatically adds the **internal organisational unit** of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.

6. Click on *Save*.

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