

## Meeting and Event Highlights

The weekly Meeting and Event Highlights, published on Friday afternoons, is a compilation of items of interest for the coming week. Council staff collect these items from committee/commission/board meeting agendas, press releases, City government and local organization announcements, and other similar sources. It is not meant to be all-inclusive but rather a handy resource for you to find material you may want to include in your blog posts and updates to your constituents. We hope you will find the information useful.

Previous editions of Meeting and Event Highlights can be found on the Common Council Intranet at <https://www.cityofmadison.com/employeeenet/council/internal/>.

### Tips for Posting Items from Meeting and Event Highlights

- When you have copied the item from the Meeting and Event Highlights and are ready to paste it into your blog/update, be sure to use the “Paste from Word” button. It’s the clipboard symbol that has the “W” on it (see below). This way, you won’t have to go back and add the links. They will paste into your blog/update already active.



- If you want to double-check any of the links, click on the “Preview” button (see below). A new window will open up. You can now click on any of the links in your post to confirm they direct the reader to the correct page.

