

## MIAMI-DADE PORTAL CALENDAR UPDATES

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### SUMMARY

County public hearings, meetings, and County-sponsored recreational and cultural events are published in the *Miami-Dade Calendar of Events* - <http://miamidade.gov/wps/portal/Main/calendar>. Besides serving as a central repository, the Calendar provides public notice of upcoming official government meetings and events in addition to serving as a clearinghouse for selecting future meeting times.

Integrated Communications, a section of the Communications Department (COM), monitors the use and content of the calendar.

### PROCEDURE

1. Each County department is responsible for posting and updating its department's meeting notices on the portal Calendar application.
2. County departments must contact the Communications Department (COM) via [webmanager@miamidade.gov](mailto:webmanager@miamidade.gov) for training and password access.
3. County departments will have direct access to post their meetings and events through the web portal.

#### Note

This publication is not a substitute for required legal notices.

### CONTACT(S):

**Department/Division**

Communications/Integrated Communications