

# How to Import the Greater Sydney Conference Calendar

Follow the instructions below to add the Greater Sydney Conference Events Calendar to your personal calendar application. The calendar file format (.ics) is compatible with most calendar platforms including Apple Calendar, Google Calendar, and Outlook.

## Apple Calendar (iPhone, iPad, Mac)

1. Download the calendar file from the website
2. Tap (on mobile) or double-click (on desktop) the downloaded file
3. When promoted, select 'Add Calendar'
4. Confirm the import

The events will now appear in your calendar.

## Google Calendar

1. Download the calendar file from the website
2. Open Google Calendar
3. Click the Settings (gear icon) in the top-right corner
4. Select 'Import & Export'
5. Click 'Select file from your computer'
6. Choose the downloaded calendar file
7. Select the calendar you want to import the event into (you can choose to create a new calendar just for Greater Sydney Conference events)
8. Click 'Import'

The events will now appear in your Google Calendar.

## Outlook

1. Download the calendar file from the website
2. Open Outlook
3. Select File → Open & Export → Import/Export
4. Choose 'Import an iCalendar (.ics) file'
5. Select the downloaded calendar file
6. Confirm the import

The events will now appear in your Outlook Calendar.

**Important Notes**

This calendar import is a one-time download and does not automatically update. To receive the latest version of the calendar, please download the updated file from the website when changes are announced.

**Need Help?**

If you experience any issues downloading or importing the calendar, please contact [GSC Communications Department](#) for assistance.