

Submitting your news and events for the EuroWeb website

Guidelines

The EuroWeb website (<https://euroweb.uw.edu.pl/>) has different spaces through which news about events and members' activities can be shared, but each of these spaces has their own set of formatting limitations, which result from the website's architecture.

In order to ensure that your news and events are shared through the website as quickly as possible, here are some guidelines to ensure that the news items you submit fit into the requirements and possibilities of each of these spaces.

1. THE NEWS TAB (<https://euroweb.uw.edu.pl/news/>)

The News tab is the most important vehicle for news on ongoing and forthcoming events, and it also functions as a repository of past activities. The most recent news published on the News tab are featured on the website's homepage, thus being readily available for all visitors to see.

News uploaded to the News tab are tagged with one or more of the following categories: Digital Atlas, EuroWeb Anthology, EuroWeb in Media, Members and Research, Working Group 1, Working Group 2, Working Group 3, Working Group 4. The most recent news pieces tagged as associating with a Working Group will also be featured in each Group's tab.

All news items to be shared through the EuroWeb website need to include four elements:

Title (as short as possible);

Short introductory text (max. 230 characters) – this will be featured in the news windows showcased on the homepage and elsewhere on the site;

An image (max. size – 2Mb; min. width – 1200px; min. height – 630px)¹;

Text (no limitations, minimum formatting is appreciated).

- The text portion of your news item can contain links, but we suggest you incorporate them into the text, [like this](#), rather than pasting the full link);
- In this text portion you can also add further images, and the requirements are the same as above;
- You can add a PDF document to this text portion (max. 2Mb), which will be stored within the website and featured in the news item as a link for download.

2. THE MEETINGS AND EVENTS TAB (<https://euroweb.uw.edu.pl/meetings-events/>)

The Meetings and Events Tab is another regularly updated section, in this case specifically dedicated to the dissemination of upcoming scientific meetings, events, workshops, etc.

Items for this tab should follow the same general structure as those for the News Tab. However, the Meetings and Events Tab offers some added functionalities, such as the possibility to add events shown there to online calendars (Outlook calendar, Google calendar).

In the case of online events, it is possible to add a direct link for the event (e.g. a Zoom link), so this should ideally be provided, when available.

In the case of physical events, it is possible to add a specific location, so an exact address (or, lacking that, a set of coordinates) should be provided; this will be featured only as text in the Event window (i.e., just the name of the venue) but will be shown as a map when the event is seen on the Google calendar, for example.

3. PAST VIRTUAL NETWORKING TOOLS

Each tab for the Virtual Networking Tools (Training Schools, Short Term Scientific Missions, ITC Conference Grants) has dedicated spaces where reports on past editions will be featured.

The organizers of past TS's and the beneficiaries of past STSM'S and ITC-CG's are required to prepare a short report on the activity they completed to be

¹ Tips for reducing your image size: 1) if your image was created in a program which enables layers (e.g., Adobe Illustrator), make sure that the final product is flattened (files saved with preserved layers are heavier); 2) resize your image to the minimum required size; 3) crop any area of your image which is not strictly needed; 4) try changing the format of your file – a PNG format, for example, is lighter than JPEG or TIFF.

shared in the EuroWeb website. This could be the report submitted to COST/ the Action Management Committee, or its representatives, as long as it contains the required elements.

The reports on past TS's, STSM's and ITC-CG's submitted for the website should in fact have the same format described above for the News Tab and contain the same elements.

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