

POSTING TO THE EMILY CARR WEBSITE

While the self-publishing feature of our website is currently disabled, we ask that you follow these guidelines when forwarding news and event postings to the Communications Office:

Written Material

Ensure you provide a title along with a written description of your event or news item. Provide dates, times, locations and any other pertinent information, such as contact information, bio's, etc.

Other things to consider:

- In general, only public events can be posted to the website. Internal events that are not open to the public should be advertised within the community via all-university emails or posters around the school.
- Provide a sufficient amount of time to post your news/event. Events should be posted to the website approximately five days prior.
- Provide any links you wish to include in your story and ensure they are still active.
- Ensure you have proper permissions from students, faculty, alumni, etc., for use of artwork or portraits.
- PDF files can also be submitted and added to your event/news item.
- Please note guest lecturers that are specific to Foundation, AHIS 333, Speaker Series, etc. and, where possible, the title of the talk.

Image

Providing an image for your news/event posting helps your story get noticed and, of course, adds colour to our website.

Please provide the following:

- File type: jpeg
- Resolution: 72 dpi or larger. Please note that we routinely use web posting events and news items in our twice-yearly Visions Newsletter. Image sizes need to be 300 dpi and at least 5" x 7" in size for print publications and request this size be forwarded.

On the Web

Once you have completed your news/event email, please forward it to dina@ecuad.ca, cc'd to roxanne@ecuad.ca, along with your image.

We would also like to remind you that the website is constantly changing, with events and news posted daily. Due to this, it is difficult to determine placement of stories on the front page. If you do not see your news or event on the front page, please click the "more" button. Please note that only those events taking place at the University, can be considered an event. Faculty, alumni, staff or student exhibitions, lectures, etc., taking place off-campus, will be listed as "news".

Requests that do not adhere to the above-noted guidelines cannot be completed.

Thank you.