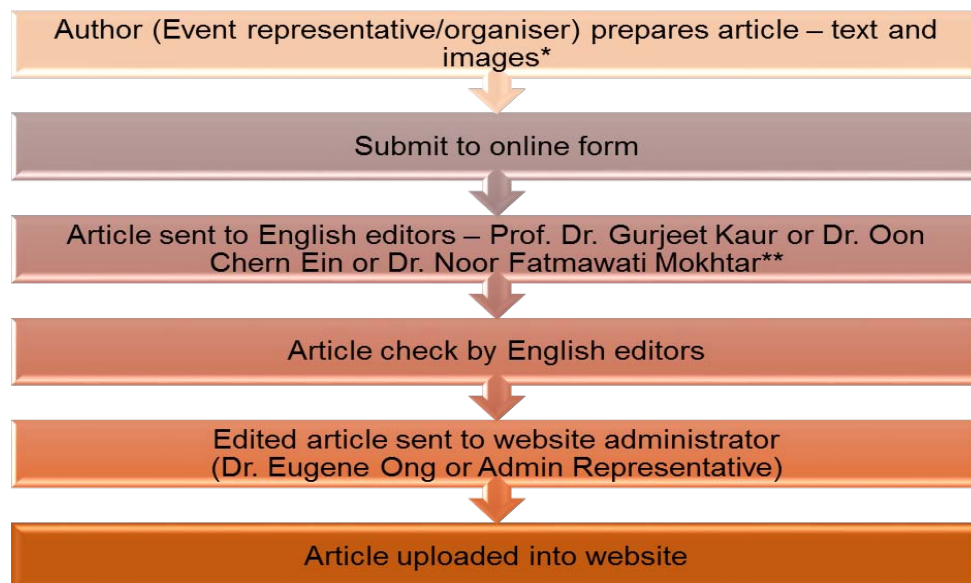


INFORMM Website News Update Workflow

Workflow for submission of articles for the 'News' section of INFORMM Website
Prepared by Eugene Ong

WORKFLOW



No	Activity	Time
1.	Submission of the write-up about activities at INFORMM	No more than 3 days after event
2.	English check	24 h
3.	Publish on website	24 h
Total time		2 - 5 days

*Text and images

Prepare text concerning the event. Images of sufficient quality should be provided separately in jpeg file preferably in the dimensions of 800×600 (w × h). The landscape format is preferred for aesthetic reason. Please liase with Anas directly for photos taken by him.

**English editors

Each article will be checked by one English editor and to be rotated (1, 2, 3, 1, 2, 3...)

Article submission

Submit the article online at <http://bit.ly/INFORMMNews>