

Guidelines and Specifications for W3R-US.org Website Posting for Your Events 2018-04-21 -- EvK

Please use these guidelines when you want to submit an EVENT for posting in the “Events” section on <http://www.W3R-us.org>. These events will be public and viewable by anyone who accesses the website. Each event will receive its own spot on the online calendar: <http://w3r-us.org/events/>, as well as a unique page. Past events will remain archived.

In order to properly create these unique pages, the following should be submitted in a **Microsoft Word** document:

NAME: The title of the event. This is what will appear on the calendar. Keep under 100 characters if possible.

DATE: Date of the event.

TIME: Time of the event.

ORGANIZATION: Name of the organization putting on the event. Please include a link to organization’s website if applicable.

LOCATION: Street address of the event. The full address is not required if the location should not be publicly available, but at least the city and state of the event must be included.

DETAILS: A description of the event. This should be as clear and concise as possible. No character limit.

CONTACT INFO: Please provide contact info for the event. If there is a link to buy tickets, include that here.

IMAGES: While images are not required, having at least one relevant image makes a big difference to the end-user and is highly recommended. **All images should be submitted in the highest resolution possible and no smaller than 400x600 PPI.**

If there is any additional relevant information feel free to include it.

All events can be submitted directly to mtbdigitalmedia@gmail.com with a copy to evonkarajan@gmail.com - please include the words “W3R Event” in the email subject.