

IAFSS Website Guidelines

The IAFSS website is dynamic, meaning that most of the content displayed on the front page consists of updates and announcements that are updated by the site. In order to keep content current, new content must be generated and shared in a timely fashion. There are several types of content on the website, front page announcements, news items, calendar entries, open positions and static pages. This document outlines which content is intended for each section of the website and the procedure to approve and post content. All content should first be forwarded to the web team, webmaster@iafss.org, which will route content to the appropriate approval process.

The website committee consists of a team of individuals responsible for maintaining the website and updating content as necessary. Their job is not to look for and generate content, but to filter and edit content sent so that it is appropriate for the website. There are 2 designated representatives from the IAFSS executive board who are responsible for screening and approving new website content.

Items needing approval from one of these 2 designated representatives of the IAFSS executive board will have one or more of the following criteria:

- All content intended as a Front Page Announcement or News Item
- Calendar events where there may be potential conflicts, such as commercial items, events not immediately relevant to fire science, etc.
- Advertisements of Open Positions which are not surely relevant or may more commercial in nature
- Any significant changes in content of the Static Pages

For any items needing approval from these designated representatives, the website team will forward the content to them for approval, await approval, then the web team will post the content once approved. Minor changes such as grammatical errors, missing links and other minor mistakes are exempt from this approval procedure, and will be fixed as necessary. Decisions of appropriateness of content by the 2 designated representatives of the IAFSS executive board are final unless overturned by the IAFSS chair or by vote of the IAFSS Executive Committee.

Kommentar [APR1]: Define what requires approval from these reps.

Kommentar [APR2]: Or is it intended to have a path for rebuttal?

In order to maintain this content in a timely manner and maintain the quality and accuracy of the data on the site, a set of detailed guidelines for the posting of new content, updates and maintenance of data on the site is presented here.

1. Front Page Announcements

- a. These include a sliding image on the center of the page. These should reflect the most important or relevant 4 items for the membership at any time and be updated frequently. Examples include upcoming symposia, membership dues alerts, etc.
- b. All front page announcements are to be screened by the designated representatives of the IAFSS executive committee before posting. It is up to the discretion of the web team to select and rotate the 4 top announcements on the site as needed, unless otherwise directed by the executive committee of the IAFSS.

Kommentar [APR3]: One or both?

2. News Items

- a. These include all society news and the top 3 are displayed on the front page. They are always archived and so can be updated frequently with society and associated news. Right now items include articles on obituaries, conferences, membership dues, news relevant to fire science, etc.
- b. News not directly related to the IAFSS will be screened for appropriateness by members of the website committee. All front page announcements must further be screened by the designated representatives of the IAFSS executive committee before posting. Items not “appropriate” for the website, for instance news from a local institution, may be forwarded to the newsletter for dissemination.

Kommentar [APR4]: I.e. this would be only the “top 3” items?

3. Calendar

- a. Upcoming conferences, events, etc. are displayed on the front page and events page. 7 or more events and upcoming deadlines are displayed, and this is automatically updated as events approach.
- b. The web team will screen conferences and events relevant to the field of fire science and post information and links to the conferences and events. For those events where members are unsure whether to post or there may be potential conflicts (such as commercial items, events not immediately relevant to fire science, etc.), these will be forwarded to the designated representatives of the IAFSS executive committee for approval or rejection.

4. Open Positions

- a. This list, provided on the bottom of the front page of the website consists of links to open positions in the field of fire science. The content is currently restricted to open academic and research positions (faculty, scientist, postdoc, etc.).
- b. Easily relevant positions, such as open faculty or postdoctoral opportunities will be posted by the website committee. Those positions which are not surely relevant or may more commercial in nature will be forwarded to representatives from the executive committee for approval.

5. Static Pages

- a. There are a multitude of pages, with information on committees, symposia, membership, etc. These need to be updated on a not-so-frequent basis.
- b. Minor changes to this content from committees, such as updating members, conference information for IAFSS symposia, or yearly membership updates will be handled directly by the web team. Any significant changes in content will be forwarded to representatives from the executive committee for approval.