

Guideline for team websites

In order to get access to your team website installation at ISSI please contact our IT Manager Willi Wäfler at willi.waefler@issibern.ch

This should be included in your team's website:

- ❖ Title and abstract of the team proposal
- ❖ Actual proposal submitted to ISSI (optional)
- ❖ List of team members & their affiliation
- ❖ Schedule of the project
- ❖ Agenda of the meetings (e.g. dates, speakers), can be added once you have created one
- ❖ List of publications resulting from the activities of the team with acknowledgement to ISSI
- ❖ Other publications or references (optional)
- ❖ A final report should be sent to ISSI and added to the team's website soon after the meeting of the Team. This will in particular identify in which way ISSI contributed to the successful completion of the work. Your report should also indicate weaknesses and where things could be modified or improved.
- ❖ Picture of the team (optional, you can always add a picture of the team after the first meeting) or any other science related images concerning the team's topic.
- ❖ **Important note on images: Make sure you have copyright permission for images you use on your team website!**

Many images from NASA, ESA and ESO may be used without obtaining a permission, but please check. (Note though that images from NASA's "Astronomy Picture of the Day" may be copyright protected as these often are from sources other than NASA, e.g., private photographer.) Images from other websites including space library images or science library images **usually are** copyright protected! Image credit **must** be given for those that are not copyright protected (e.g., image credit: Nasa).

For images which are copyrighted you need **to get first the permission** of the copyright holder and the image source has to be given on the websites. The same principles apply to presentations with images that are uploaded to the public section of your website.

If you are in doubt or need help with getting permissions for images, feel free to contact andrea.fischer@issibern.ch

- ❖ Anything else you like to add
- ❖ For further questions, help, comments, etc, please contact Willi Wäfler email: willi.waefler@issibern.ch