

## **What is *Under the Dome*?**

*Under the Dome* is a new Web publication for campus news and events. It was created to provide Canisius faculty and staff with a central location for college-wide announcements, events and news that were formerly submitted to the faculty and staff Email listserv. Messages that were submitted for that list should now be submitted to *Under the Dome*, with the exception of day-of event cancellations and emergencies.

*Under the Dome* is published each day at 9 a.m., Monday thru Friday during the fall and spring semesters. During the summer semester and winter break, it will be published every other Tuesday.

A campus-wide Email will be sent out each day when *Under the Dome* is published.

The *Under the Dome* homepage will contain new items for that day of publication only. Previously published items will continue to be available through a searchable archive area of the publication.

## **How to Submit Items**

All faculty or staff members may submit items for *Under the Dome*. If you have a college-sponsored event to publicize that is open and applicable to all college faculty and staff, simply click here --

<http://www.canisius.edu/underthedome/news.asp?action=submitnews> -- to get started.

For each news item, you are asked to fill in the following:

*Article title* – the title of the item being submitted

*Article summary* – a brief summary of the item being submitted

*Article body* –include all relevant information of the item you are submitting. For events, make sure you include dates, times, places, ticket prices, and contact information to make reservations/buy tickets, etc.

*Suggested image* – you may submit one image per item. Please see the "Photos" section below for guidelines on what types of photos are appropriate.

*Submission date* – today's date

*Submitted by* – your name, title, department

*Contact Info* – Email address and phone number of person submitting the item.

## **Guidelines and Deadlines**

As with the listserv messages, you are responsible for the accuracy of your submission. Contact information must be provided by the person who submits the item (anonymous or student submitted items will not be considered). Your name, title and department will appear under the full details of your item.

Submission of an item to *Under the Dome* does not guarantee publication. Items will be considered for publication at the discretion of the Office of Web Services and the Office of Public Relations, and may be edited for content or clarification.

### *Content*

There may be occasions when your item may not be appropriate for *Under the Dome*. You will be contacted if that happens. Examples of items that will not be allowed include:

- An interesting college program or a professional accomplishment you'd like to share with your colleagues (please submit these to *Netgazette*);
- Personal news such as wedding or birth announcements;
- News from other organizations or colleges that does not pertain to Canisius;
- Fundraising events for non-Canisius organizations
- Messages that are of questionable taste, have the potential to be divisive or do not adhere to the mission of the college.

*Under the Dome* is not intended for emergency communication. Please continue to use the faculty/staff listserv for notices that pertain to emergencies, closings or day-of-event cancellations.

### *Photos*

Photos are welcome at a minimum 640 x 480 pixels at 72 dpi. They must be well-lit, well-composed and of generally good quality. We regret that we are not able to use cell phone photos. Copyrighted photos require written consent of the copyright holder (this includes photos taken from another Website) for publication in *Under the Dome*.

### *Deadlines*

The deadline for submission is 2 p.m. on the day prior to desired publication. For Monday issues of *Under the Dome*, the submission deadline time is 2 p.m. on the previous Friday. Any items submitted after the 2 p.m. deadline will be included in *Under the Dome* two business days later. We are unable to hold items for publication in future editions.

## FAQs

### **Do all faculty and staff receive *Under the Dome*?**

Yes. Any faculty or staff member with a Canisius Email address who receives an item from the faculty and staff listserv will automatically receive the daily Email regarding publication of *Under the Dome*.

### **I want something to appear in more than one issue. Do I need to submit it more than once?**

Yes, you will need to submit the item again. Only one (1) submission will be allowed for any item that is not a public event such as an honor or award. Two (2) submissions will be allowed per public event – we recommend the first notice be submitted approximately 20-30 days in advance to announce the event, and a second notice be submitted 48-72 hours prior reminding the campus community of the event (including any additional details or changes from the initial notice).

### **If I submit an event announcement to *Under the Dome*, will it automatically appear in the Campus Event Calendar (R25)?**

No, you must still contact the Office of Event Management to schedule appropriate details for your event. We recommend you contact them first before you submit a notice for your event to *Under the Dome*.

### **Will the Office of Public Relations automatically create and send a news release about an event or item submitted to *Under the Dome*?**

No, you must still contact the Office of Public Relations to discuss whether a news release will be issued for your event. We recommend that you contact Public Relations prior to submitting a notice for your event to *Under the Dome*.

### *Questions?*

If you have any questions pertaining to *Under the Dome*, please contact the Office of Web Services at [webmaster@canisius.edu](mailto:webmaster@canisius.edu).