

Tips and Tricks for publishing ITEA project documents

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Definitions and scope

- Following these tips and tricks concern **all** documents that you will publish for an ITEA project, not only ITEA work package (WP) documents (deliverables)
- By 'document' is meant in this presentation all file formats (not only Word)



Format of the documents

- An ITEA WP document has no predefined format:
 - ✓ Be creative in using different formats, but make sure the format supports your message.
 - ✓ The only limitation is that reviewers should be able to open the document, so if possible save it as PDF
- Videos and PowerPoint presentations make your message more colorful and you can reach wider audiences especially if uploaded to a public website (e.g. YouTube)
- Consider combining different formats into one document



Naming of the documents

- Give your documents a short, descriptive and self-explaining file name
- Your document reaches wider audiences if you add keywords to the name that will be indexed by search engines (and D1.3 is not one of those)



Making your documents public

- Make as many of your documents publicly available as possible in order to reach wider audiences
- If a document contains confidential information, consider making a public version for it, in which the confidential information has been removed
- If you upload the document to your own project website, make sure also to:
 - ✓ send it to the ITEA Office (communications@itea3.org) for publication on your ITEA project page
 - ✓ share it via your social media accounts
- Try to get companies (project consortium & beyond) involved in publishing the material (e.g. use cases) ➡ they raise public interest
- Remember to publish - in addition to WP documents - also other project-related material (journal articles, conference presentations,...) & to inform the ITEA Office (communications@itea3.org) on it, so we can help to disseminate them
- Remember to mention ITEA in your documents



Using social media

- Use social media (some) to increase awareness of your documents and therefore your project
- Use some-channels to complement each other
 - ✓ E.g. tweet about the document you have uploaded to your project website or article that has been published in some other site
- Be active and follow others → you will create wider audience to your documents and to your project
- Add links to your some-accounts to all project presentations/documentation



After the project

- Make sure that your documents will be available also after the project:
 - ✓ Public project websites must be available for at least 2 years after the project completion → keep the maintenance aspect in mind already at the start of the project
 - ✓ Make clear in your some-accounts that the project has ended or otherwise remove the account
- If you decide to keep your some-accounts, make sure that you allocate a person to maintain them (e.g. to react to direct messages)



For any questions or support:

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Thank you for your attention !