# **Events involving JIVE**

## Events – JIVE (host)

When JIVE is hosting an event the associated communications should be tailored according to the audience in attendance and the external audience that the organisers wish to target. A separate work plan will be devised in collaboration with the Local Organising Committee.

Please include Gina Maffey within the organisation process from the beginning to ensure that opportunities are identified, this will include the following:

• Planning the release of material on the JIVE website and social media,

• Identifying partners and external organisations to include in social media,

• Identifying external publications that it may be appropriate to target with information relating to the event/speakers in attendance,

• Tailored communication resources for the audience in attendance (if needed).

## Events – JIVE (attending)

In instances where JIVE is attending an event it may be appropriate to share this information on social media.

For this it is ideal to send an image/short video to communications@jive.eu or maffey@jive.eu including a short description of the event and the image/short video. This can then be shared on Twitter and Facebook – do ensure that you have the rights to share the image/short video, especially if other people are identifiable.

Where appropriate longer event descriptions can be created for the JIVE website and/or the daily image – for example the EVN symposium. This should be done in collaboration with Gina Maffey and, potentially, the institute organising the event.

[Updated 19/09/18]