# **Procedure for JIVE communications with the EVN – Press Releases**

One of the aims of the JUMPING JIVE project is to streamline the delivery of information across the EVN to improve the dissemination of key material throughout the network. This material currently falls into three categories:

* Press releases – i.e. information that should be shared with networks beyond the EVN
* Updates – changes (e.g. operational changes) happening between JIVE and the EVN
* General – sharing of information that is of general interest to e.g. individual users in the EVN

The following procedure is predominantly related to press releases, unless it is felt that the information being shared may have some interest for the media contacts throughout the EVN.

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| **TIMING (minimum)** | **RESPONSIBILITY** | **INFORMATION** |
| As early as possible | Authors  | Contact JIVE comms team to notify of upcoming publication |
|  | Authors | Notify JIVE comms team of embargo or publication date |
|  | Authors | Provide JIVE comms team with a copy of the publication |
|  | Authors and JIVE comms | Contact other organisations to coordinate with construction of press release |
| Two weeks to embargo | JIVE comms  | Provide authors with press release template or request details from study |
|  | JIVE comms | Source images/animations if authors or other organisations have not already done so |
|  | Authors and JIVE comms | Collate information on participating EVN institutes |
|  | Authors and JIVE comms | Agree final draft of press release |
|  | JIVE director | Approve final draft of press release |
|  | JIVE director | EVN Director email – warning if necessary |
| One week to embargo  | JIVE comms | Circulate press release around listed EVN outreach contacts |
|  | JIVE comms | Circulate associated materials e.g. images if not included in the original press release |
|  | JIVE comms | Circulate press release on international lists (e.g. AAS) |
|  | EVN institutes | Translate and adjust material |
|  | EVN institutes | Circulate material in local lists |
|  | JIVE comms, EVN institutes and authors | Manage queries from press |
|  | JIVE comms | Schedule associated social media  |
| Embargo date | JIVE comms and EVN institutes | Release and publicise material  |

When embarking on the process above it would be best if this were done in conjunction with Gina Maffey from the outset to ensure that information is circulated through the appropriate channels. However, if notifications on press releases, discussions on press releases, or anything of media interest, has already begun with EVN partners please ensure that communications@jive.eu or maffey@jive.eu are included in the email list.

[Updated 21/06/18]