

Guidelines for Webpage Management

Introduction

As you are all aware the webpage is finally working, and hopefully helping in make our society more open, dynamic and better well known. In the attempt to make the page more active, many people are directly speaking to the webpage management, while others send the information to different members of the Board to ask for the upload of new information to the web, while others write directly to the Webmaster. As there are no rules of how to work to choose the way is really difficult.

There is no doubt that the webpage is very powerful tool, and understandably everyone wants to upload its information. However, one of our big constrains, is that the amount of working hours available is limited. Actually we dispose the 6 hours monthly and although it may appear a lot of time, in fact the Web Company is using more hours than that, but we are in the early stages, and logically this requirements should decrease once the page has reached certain autonomy. However, this implies that preferences should be set up in order to use the time in the most adequate way.

These guidelines are my reflections on how I understand the webpage information could be improved. The idea is to increase the coordination, making the management more efficient and concomitantly, use our disposable time in a more efficient way. I also try to deal with the concerns and problems that some of you have pointed during this time.

Our aim is to achieve a Webpage that becomes “the reference” page in Paediatric Orthopaedics in Europe, and converts it, into the place where people who wants to know what’s going on in Paediatric Orthopaedics in Europe has to look for. To do that we need that the information is uploaded in a quick, reliable and systematic way, as information moves always quickly.

So in order to make our page more agile and efficient I sent all of you a number of proposals for your consideration and approval.

Meetings and Courses

1. The *Allied Societies* should be entitled to advertise their activities, including national meeting, courses and other instructive activities in our webpage. Each allied Society will be ask to designate a recognized responsible, that may directly contact with the Webmaster. To upload this information it will not be necessary the permission of the Board.
2. Any *member of the EPOS Society* could ask for the webpage to advertise a course or meeting at no cost, just by introducing a link. However, before such link is introduced, this member should ask

for the backing of his National Society. This letter of support should be adjoined with the request for uploading the information. The request will be made directly to the Webmaster.

3. Any meeting, course or session that ask for the *backing of the EPOS Society* will need to ask previous authorization to the Board in order to get such backing. The request will be done directly to the Board or through the Webmaster. However, no advertisement of the course will be done until such authorization has been obtained.

4. *No alliance societies*, and societies not directly involved in Paediatric Orthopaedics, may ask for advertisement of courses that could be of specific interest to Paediatric Orthopaedics (eg. Course in Osteogenesis Imperfecta). The permission will be requested to the Board through the Webmaster.

In the unlikely case that any of the courses, which is entitled to be announced in our webpage, may represent a conflict of interest (collision in dates with official EPOS activities, courses organized by the Industry...) the Webmaster will redirect such request to the Board, for them, to take the decision.

The EPOS society will explicit in their webpage: " that any course announced on this webpage, does not hold the backing of the Society (unless otherwise indicated), and its appearance in the page is done only in an informative basis".

BAT Courses and Advanced Courses

The courses will be updated regularly on the request of the Education Committee. The question whether the registration should be open on our page or only in the EFORT page is up to the Board to decide, but a model should be decided. A proposal will be that for the moment we just include the link to EFORT, for registration, at least until we have a proper PCO and things could be planned more adequately.

As for the economical helps to attend the courses I propose that they should be changed of name, as sometimes are announced as "travelling fellowships" that is confusing with the POSNA and SLAOTI Travelling Fellowships, therefore I think a more appropriate name would be "BAT travelling bursaries", the conditions to apply as well as dates should be included in the page. The webpage should be the only way to apply, avoiding unnecessary duplications. The application will go directly to the PCO office, with copy to the Head of Education Committee and copy to the General Secretary. (As they are supported by EFFORT as well a copy should also go to the EFORT secretary). The PCO will be the responsible to confirm the adequate reception of the application.

Finally Advanced Courses will be announced under the proposal of the EPOS Board. The board's designated member will contact either with the Webpage or the Webmaster to ensure the uploading of the information.

In both instructional and Advanced Courses other media, such as FACEBOOK or TWEETER will be used, to advertise such events in proper time.

Travelling Fellowship

The EPOS together with POSNA and SLAOTI, sponsor a number of *Travelling Fellowships* to visit the centres in the POSNA as well as centres in the SLAOTI area.

The webpage will contain all the information necessary to apply as well as the terms for application. Additionally the EPOS Society will advertise through Facebook and Tweeter the information, making it available to the maximal number of members. The information will be updated periodically without the need of supervision of the Board unless otherwise indicated.

In order to unify information and avoid unnecessary duplicities, all the applications should mandatory go through the webpage. No other form of application will be possible.

Every application sent through the webpage will be directed to the PCO office with a copy to the general secretary and occult copy to the Webpage. The PCO will be the responsible to check that all needed information has been included, and to answer the candidate confirming that the information has been received, and whether the information uploaded is complete.

Finally in the member's area beside the information for applying, and area will be allocated for *members/ centres to apply to host the SLAOTI and POSNA fellows*, explaining the necessary request and conditions for applying. The application will only by possible through the webpage and again information will be sent to the PCO, with copy to the General Secretary and the Webmaster. Again the PCO will be the responsible to answer the candidate.

Newsletter

The newsletter should be updated in a three to four times a year basis, according to the rules of the Board.

The Webmaster will request from the person in charge of the Epos-news to provide the information necessary at the accorded timetables. It will be the responsibility of the EPOS-news person in charge, to make sure that all the information provided has the acceptance of the EPOS Board.

EPOS Annual Meeting

Up to know most of the meetings have count with their own webpage. If this is the case then the EPOS WEBPAGE will provide a link to such a page. The link will be provided in an automatic way, once the annual meeting has taken place, the webpage in a maximal period of one month will upload the link.

In case that the meeting is announced directly through the webpage, the program of the meeting, alternative courses and all information uploaded on the page will need to count with the approval of the EPOS Board.

Abstract Handling

Ideally the abstract handling should be done through the webpage. The system will be tailored to the needs of the reading committee.

Changes in the format of the abstract handling and information relative to the reading committee should be handle to the webpage people in the period comprise between the last meeting and 1st July. This will allow the changes to be implemented before the opening of the abstract presentation (ideally 1st September). The page will open the abstract submission in a regular way on the 1st of September, and close on the 15 of October unless told otherwise by the Board.

The webpage will inform of the annual meeting, the opening and closure of the abstracts, and will use resources such Facebook and Twitter to remind people about such dates.

Committees

The page will open a new section call "Committees", giving space to the different EPOS committees to upload the information that they fill is more relevant.

The update will be done immediately after the annual meeting and then in a four to six months basis. This upload will be generated in a regular basis, no need for Board approval will be necessary, but each committee will make sure that this update is acceptable to the Board.