

**Option A:** The TopStory at the institute's website has already been created:

- 1) Send an email containing the link to the TopStory to [agri-office@boku.ac.at](mailto:agri-office@boku.ac.at)
- 2) The department management team consults with the Head of the Department, Siegrid Steinkellner
- 3) Department staff informs the web editor whether publication at department level is required, including details of the timeframe (usually 2 weeks; if a different timeframe is required, please specify this in the request email)
- 4) The web editor ticks the box for the department page in Typo3 and sets the timeframe

**Option B:** Proposal for a TopStory comes from the department management:

e.g. for new appointments, appointment lectures, habilitations, media reports, etc.

- 1) Email from [agri-office@boku.ac.at](mailto:agri-office@boku.ac.at) to the relevant web editor and head of the institute, proposing the publication of a Top Story
- 2) If a Top Story is requested: consultation between department management and the relevant web editors regarding the text and image, as well as who will create the news item and at what level.

**Note:**

Institutes without IT support or without a web editorial team:

AGRI DMGT is happy to assist with creation and uploading. Please contact us directly via [agri-office@boku.ac.at](mailto:agri-office@boku.ac.at). We are also happy to provide a simple template and assist with image material, etc.