

Building Your Project Page or Event Homepage on the NiCHE Website

Congratulations on your successful application for project support from NiCHE.

All NiCHE-funded projects are given either a “**Project Page**” or an “**Event Homepage**” on the NiCHE website. This lets you communicate your project, and lets us communicate and archive the projects we’ve supported.

This brief guide will help you to put together one of these pages to showcase your project to the NiCHE community. All information posted will be made public.



If you have any questions, please contact either:

Adam Crymble
NiCHE Webmaster
acrymbl@uwo.ca

Alan MacEachern
NiCHE Director
amaceach@uwo.ca

Project Page



If your project is not an event (perhaps it's a web exhibit, teaching resource, etc.), we ask that you provide our webmaster with information that will allow us to create a "Project Page." This page will inform members of the public about your project. We welcome such information early in the process, and having you post more as the project progresses. This information should be received before you submit your final expenses to NiCHE and can be started much sooner if you would like to share your project-in-progress.

To submit this information, use the Contact Form on the NiCHE website (<http://niche-canada.org/contact>). Project Pages can be changed and updated by contacting the webmaster (see above).

Required Information:

- *Project Title*
- *About the Project*
 - (A brief, 50 words max, description of the goals or purpose of the project)
- *Project Description*
 - (Provide as much information as you can. Try to preemptively respond to questions people may have about your project. This description should range from 3 paragraphs to 3 pages in length.)
- *Project Team*
 - (For each member include: Name, Affiliation, Email, and a photo [min 100x133px])

Optional Additional Information:

- Logo (if your project has one)
- Links to Resources
 - (Include resource title and full link)

Event Homepage



If you are hosting an event funded by NiCHE, please provide us with enough information to create an “Event Homepage” prior to the event. Ideally, this information should be received two weeks before you announce the event publicly and no later than two weeks before the application deadline.

Use the Contact Form on the NiCHE website to send this material (<http://niche-canada.org/contact>). Event Homepages can be changed and updated.

Required Information:

- *Event Description*
 - (Provide as much information as you can. Try to preemptively respond to questions potential participants may have about your event.)
- *Full Event Name*
- *Short Event Name*
- *Event Date(s)*
- *Venue:*
- *City / Province*
- *Country*
- *Primary Contact Name*
- *Primary Contact Email*
- *Submission Deadline*
- *Registration Deadline*

Optional Additional Information:

- *Logo* (if your event has one)
 - (NiCHE can provide this for you if you do not have one)
- *Readings*
 - (Either as links or PDFs)
- *Schedule*
 - (Either as links or PDFs)
- *Map / Directions*
- *Links to Resources*
 - (Include resource title and full link)