



How to Contribute Online to SimulationWeek

There are four easy ways to contribute to SimulationWeek online. Please choose the most convenient for you or your organisation.

If you have any questions, please contact us on simulationweek@simaust.com

A. Adding a News Story that displays on your own / organisations website:

Steps to publishing a New Story on SimulationWeek.com	Hints / Notes / Key messages
1. Write a news story for SimulationWeek*	-Highlight your individual research, training methodology or simulation invention.
2. Better yet, contact your Communications Department and invite them to write a worthy news story on what you are doing in simulation	-Highlight your organisations simulation team, training focus, infrastructure or modality.
3. Post it on your own website / your organisations website	
4. Send the news story URL to us via email	simulationweek@simaust.com
5. We will receive your email and use the URL you provided to curate the story direct from your website onto SimulationWeek.com	

*If you are participating from industry, we would appreciate these stories to be customer / community focussed not simply advertising.

B. Adding a News Item that displays on your Local News site:

Steps to publishing a News Item on SimulationWeek.com	Hints / Notes / Key messages
1. Invite a local news journalist to compose a story for SimulationWeek*	-Promote simulation to locally, highlight research, industry awards, teams, modalities and methodologies.
2. Send the URL to us via email	simulationweek@simaust.com
3. We will receive your email and use the URL you provide to curate the story direct from your website onto SimulationWeek.com	

*If you are participating from industry, we would appreciate these stories to be customer / community focussed not simply advertising.



SimulationWeek

C. Adding Individual Message and Photo without access to your own website or social media:

Steps to publishing an Individual Message and Photo on SimulationWeek.com without website or social media access.	Hints / Notes / Key messages
1. Write a message (limited to 100 words) for SimulationWeek*	-Highlight how you / your team and students are celebrating simulation week.
2. Attach the message and the photo (in JPEG format) to the email	
3. Send the form and picture to us via email	<u>simulationweek@simaust.com</u>
4. We will receive your email and use the information on the form and the picture provided to curate the message on SimulationWeek.com	

*If you are participating from industry, we would appreciate these stories to be customer / community focussed not simply advertising.

D. Adding Individual Message and Photo via Social Media

Steps to publishing an Individual Message and Photo on SimulationWeek.com via Social Media	Hints / Notes / Key messages
1. Write a message (limited to 100 words) for SimulationWeek*	-Highlight how you / your team and students are celebrating simulation week.
2. Load the message and photo onto your social media platform*	
3. Send the URL to us via email	<u>simulationweek@simaust.com</u>
4. We will receive your email and use the URL you provide to curate the story direct from your social media platform onto SimulationWeek.com	

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E. Promoting SimulationWeek via Social Media

It is easy to promote the stories and messages that you see on the SimulationWeek website through your own social media channels. We encourage everyone to promote SimulationWeek in this way.

Steps to promoting SimulationWeek.com with social media access.	Hints / Notes / Key messages
1. Go to the simulationweek.com website click the arrow at the top right of the scoop.it page. Follow the instructions to link to Facebook, Twitter, LinkedIn.	
2. Alternatively, copy our SimulationWeek URL and embedded it in your post.	
3. Or Press the Follow button on the top left hand side on the SimulationWeek Scoop.it page and follow the instructions.	