COMMCOMMS 101
2023

Communication Commission

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Dear IFSA Officials,

Warm greetings from the Communication Commission! The Communication Commission oversees several requests to help promote IFSA articles, activities, announcements, and the like, and this helps us keep in touch with the IFSA community. Sometimes, however, requests become a bit difficult to track, so the Communication Commission decided to create a system that would help archive requests so that we can process them more efficiently. That said, we would like to ask for your help to achieve this goal.

We've created this guide called Communication Commission 101 (or CommComms 101 for short). Listed in this document are some guidelines on how to approach the Communications Commission for (1) Design Requests, (2) News Publications, (3) Complex Social Media Requests, (4) New IFSA Mail Account, (5) IFSA Zoom Platform, (6) YouTube Video Upload, (7) Donate a Picture, and (8) Discord Requirements. Kindly refer to the following "How to's" for future requests concerning the Communication Commission and its various platforms.

We hope that this information will make it easier for you to work with the Communication Commission in the future. For requests that are not included in the list above, please feel free to contact us through email or through Google Chat.

All the best,
The Communication Commission

Design Request

If you need help in anything related to design, please contact the current Head of Design via mail or chat.

For design requests, it is expected to send an email with the subject [Design Request] (Deadline) Event Name (example: [Design Request] CommComms Webinar).

Please send the request within 3 days or more before the deadline, so that the results are better and well prepared.

Some details needed to be included in the mail are:
- Name of event: (ex: UNFCCC COP 26, Cultural Day, etc.)
- Expected finish date:
- Other details: (ex: date and time of the event, link for additional information, etc.)
- Enclosing articles or links to where the Design Commission could get additional information for the event is appreciated.
- An example of design is very much welcome.

Do not forget to CC the Head of Communication Commission, the Internal Councilor, and related parties to easily track the progress! In case the Head of Design is absent, please contact the Head of Communication Commission or the Internal Councilor.

News Publication

The IFSA News Factory is a system to manage the news submissions of IFSA. This platform is common for both the students and all IFSA Officials (Regional Representatives, Commissioners and Board) as this is the primary gateway for all information to be screened and to be published on the website afterwards. Further, the news will be automatically published on the IFSA website and social media platforms such as Facebook, Instagram, Twitter, and LinkedIn. The best articles will be featured in the monthly IFSA Newsletter. The process on how News factory work can be seen here.

So, if you have a publication request, you can fill this form. It is expected to fill out the form within **5 days or more before the deadline** so that the results are better and well prepared.

For any inquiries or consultations, please contact the News Factory Team. Do not forget to CC the Head of Communication Commission, the Internal Councilor, and related parties to easily track the progress!

Complex Social Media Requests

If you need to request specific social media coverage for an event that requires complex requests (e.g., not only need a feed post but also need making a highlights on instagram, or make quote tweet to specific partners), you can email the current Head of Social Media via mail with the subject [Post Request] Request Title (e.g., [Post Request] Delegation Event Coverage).

Please send the request at least 3-5 days before the target time of posting.

These are the details needed for the request:
1. Event name/ topic
2. Date and time of target posting
3. Captions
4. Image(s) - ask help from the Head of the Design for the design and editing of the image(s)
5. Tags (username/handle of account to be tagged) or Hashtag (if needed)

Do not forget to CC the Head of Communication Commission, the Internal Councilor, and related parties to easily track the progress! In case the Head of Social Media is absent, please contact the Head of Communication Commission or the Internal Councilor.

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New IFSA Mail Account for new officials (including commissioner)

If there is a new position filled or you have a new commissioner, the first task as an official is fill an IFSA Official Information Form. Please, contact the current Head of Web via mail or chat to confirm that there is a new official. You should do this so that we can process the mail account setting as soon as possible and we need the formal notification for the process.

Do not forget to CC the Head of Communication Commission, the Internal Councilor, and related parties to easily track the progress! In case the Head of Web is absent, please contact the Head of Communication Commission or the Internal Councilor.

IFSA Zoom Platform

If you want to use the premium Zoom Room features of the IFSA account, please contact the current Head of Web via mail or chat a week in advance with the subject [Zoom Room Request] Event Title (example: [Zoom Room Request] CommComms 101 Webinar). This is so that we can check the schedule and coordinate better in making a room for you.

These are the details needed for the request:
1. Event name/ topic
2. Date and Time (Please write the timezone)
3. Room name you want (or you want to use the topic for the room's name)
4. Duration
5. Do you want to use the waiting room system?
6. The name and email of the alternative host/s. Note that the admin will only open the room, connect it to YouTube (if needed) and then leave the rest to the alternative host/s.

For the system, the admin will open the room around 15-30 minutes earlier so hopefully the replacement host and co-host will be ready by then.

Do not forget to CC the Head of Communication Commission, the Internal Councilor, and related parties to easily track the progress! In case the Head of Web is absent, please contact the Head of Communication Commission or the Internal Councilor.

YouTube Video Upload

If you have a project that requires uploading to YouTube. You can contact the HoSC Social Media. This can be done via email with the subject [Video Upload Request] Video Title (example: [Video Upload Request] CommComms 101 Webinar). Also in order to upload to YouTube, we will need the following:

1. Title
2. Description
3. Playlist name (to make it easier to find)
4. Tags (if needed)
5. Thumbnail (if you don't have a thumbnail ready, we can help too, just tell us what you need)
6. Any credits (if needed)
7. The video file (of course)
8. Visibility: Public/Unlisted/Private
9. Expected date of posting

Do not forget to CC the Head of Communication Commission, the Internal Councilor, and related parties to easily track the progress! In case the Head of Social Media is absent, please contact the Head of Communication Commission or the Internal Councilor.

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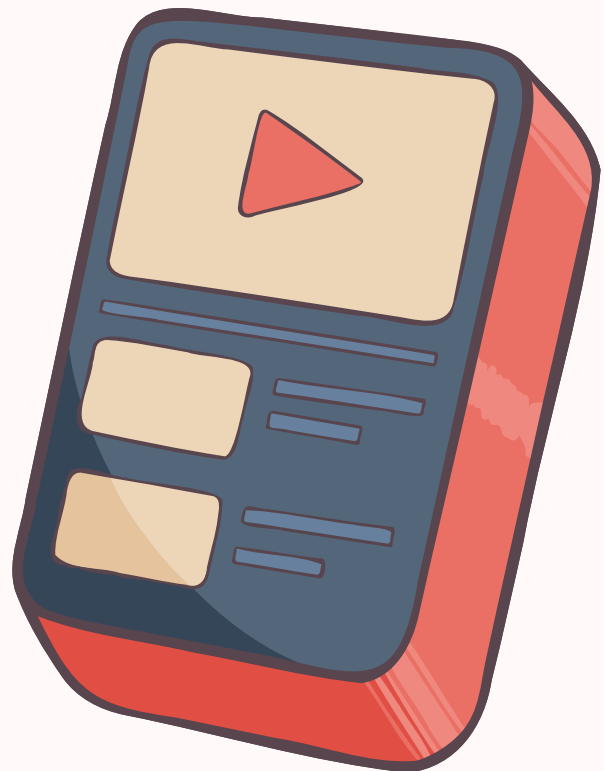
Donate a Picture

This is another way to contribute and support IFSA by contributing your photography skills and creativity. Besides that, it is another great way for you to showcase your photos, publicly through IFSA.

You can donate a picture to IFSA which will be used as stock photos for media purposes here. If your photos are appearing anywhere on IFSA communications platforms we will make sure your contributions are acknowledged. And we encourage you to edit your name on your photos. All picture submitted will be managed by the Design Sub-Commission.

Discord Requirements

IFSA has a unique space within the Discord server, where you can interact with other friends from around the world, ask questions about a specific topic, share things from your country, or chat in its various interactive channels with other members.

If you are interested in using this space to create an event, a new role, new channel or add a new language, here are the requirements for each one and send them to the Head of Discord Subcommission.

Create a channel

Channels are mainly used to start conversations or threads on a topic that has been of interest to several members within the platform. The following specifications are provided so the moderators of the channels can have a better control of the use of the channels, as well as the information that is shared in them. If you need to create a channel we ask you to send the following information to the head of Discord Subcommission for the creation of your channel.

Public Channel
- Channel name
- Do you need a voice or text channel, or both?
- Voice channel name and text channel
- Private or public channel

In case of being private
- Username of the Participants in DISCORD
- Username of the Admin

Discord Requirements

The creation of a role is to be able to create labels of certain members that are in projects within the server, either within the conversations or discussions of the GLF Climate, COPs, etc., you must send to the person in charge only the following specifications.

Role
- Name of role
- Username of the Participants of this role

Create an event

The creation of an event refers to announcements within the server. These are published in the announcement channel of the category where the event will be held. If you need to create one you must send the following specifications to the sub-commission of discord.

- Channel where you want it to be posted
- Title [max 200 characters]
- Description (not mandatory) [max 1600 characters]
- Time Zone use UTC format
- Date
- Start Time
- Length
- Recurring Event if recurring event, specify how often (never, daily, weekly, weekdays, specific days of the week/month, every set number of days)
- Mentions if you want to mention any role(s)

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Discord Requirements

Add a new language

If your language is not shown in the "assigner channel" and there are at least 3 LCs within IFSA that speak it, send an email request for us to add!

- Subject: NEW LANGUAGE REQUEST
- Language: (ex. Indonesian language)
- Names of LCs that speak it

For any questions or assistance you can contact us.

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Acknowledgement

Gratitude is being sent to all parties who contributed in the making of IFSA Commcomms 101:

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