Using the WAC Website to Highlight Faculty, Student, Alumni and Staff Accomplishments

The Department of World Arts and Cultures welcomes the opportunity to feature significant accomplishments of our faculty, students, alumni, and staff. If you would like to have something featured on our website, please read all the information below, and follow the directions listed. Thank you.

Summary of Requirements for WAC Website Display

Mandatory:
• Details on your affiliation with World Arts and Cultures.
  o If you are alumni or a current student, this should include:
    ▪ your degree (or intended degree)
    ▪ the year your degree was earned (or will be earned)
    ▪ your area of study
• An information source for the news item you want displayed. The information should be laid out in captivating and compelling style. The information should be print-ready, with all editing and proofing complete. One of the following is required:
  o A PDF document that provides the details the news item.
  o A link to a website that contains information about the news item.
  o A link to a Facebook Page that contains the information about the news item.
• A JPEG image for the news item.
  o This should be intriguing, stimulating, and convey the spirit of news item. Image should be print ready.
  o This image will be the link from the website to the information above.
• A Tagline or Headline
  o This should be succinct (10 word maximum) and convey the essence of the news item.
  o Active verbs are recommended. “Prof. Bruin Honored by Esteemed Organization” is more interesting than “Prof. Bruin Gets Award.”

Optional:
• A Youtube or Vimeo video that serves as a brand for the event.

Who to contact and when?
Once you have compiled the items above, please email the information to the dept. webmaster Will O’Loughlen at woloughlen@arts.ucla.edu.
• Submission should be complete and print ready.
• Submit all information in one email, with “Website” in the subject line.
• Updates to the website occur several times every week.

What we do and don’t post on the website?
We are happy to post major developments, awards, publications, and scholarly activity of our faculty, students, alumni, and staff. Given space limitations, preference will be given to current faculty, students, and staff if there are competing demands. Notices of live events, including lectures and performances, will be limited to current faculty and students, or those produced by and/or underwritten by the Department of World Arts and Cultures.