

## INTERNAL COMMUNICATION PROCEDURES

TECHN&ART – Center for Technology, Restoration and Arts Enhancement – has been consolidating, as part of its mission, a broad and dynamic activity, currently involving a vast team of members, integrated researchers and collaborators, as well as partners. In order to mitigate any constraints in the distribution, circulation and management of information that this growth may generate, internal mechanisms are in place to optimize the flow and organization of communication.

If you have any questions or need further clarification, the TECHN&ART communication working group is available via e-mail at [comunicar.techneart@ipt.pt](mailto:comunicar.techneart@ipt.pt).

The procedures to be followed for this purpose are listed below.

ACTION	PROCEDURE	COMMUNICATION CHANEL
<b>TECHN&amp;ART EVENTS AT IPT</b>	<ol style="list-style-type: none"> <li>1. Events must be validated by TECHN&amp;ART before being communicated and/or made public.</li> <li>2. Formalize the request to hold the event by filling the form regarding the organization of an internal event (<a href="#">IPT.SIGQ.MOD CRP 30 10 – 2</a>).</li> <li>3. A memorandum (available via the Secretariat) should be sent to the Director (also via the Secretariat) requesting authorization to hold the event, as well as mentioning any expenses it may entail.</li> <li>4. Any publicity materials (banners, posters, etc.) must contain the logos corresponding to the type of event, as stipulated in TECHN&amp;ART's "Author Affiliation and Publicity Standard Rules" available in the Procedures section of TECHN&amp;ART's website.</li> </ol>	<p>Hirondina Pedro   Secretariat</p> <p><a href="mailto:sec.techneart@ipt.pt">sec.techneart@ipt.pt</a></p>
<b>TECHN&amp;ART EVENTS OUTSIDE IPT</b>	<ol style="list-style-type: none"> <li>1. All events must be communicated to the TECHN&amp;ART Director (via the Secretariat) before they are made public.</li> <li>2. A memorandum (available via the Secretariat) should be sent to the Director (also via the Secretariat) requesting</li> </ol>	<p>Hirondina Pedro   Secretariat</p> <p><a href="mailto:sec.techneart@ipt.pt">sec.techneart@ipt.pt</a></p>

ACTION	PROCEDURE	COMMUNICATION CHANNEL
	<p>authorization to incur any expenses, as well as the use of the TECHN&amp;ART's logo.</p> <p>3. Any publicity materials (banners, posters, etc.) must contain the logos corresponding to the type of event, as stipulated in TECHN&amp;ART's "Author Affiliation and Publicity Standard Rules" available in the Procedures section of TECHN&amp;ART's website.</p> <p>4. In the case of events to be held in the Management Units, these must follow the internal communication procedures specific to each Institution.</p>	
REPRESENTATION OF TECHN&ART'S DIRECTOR	<p>1. The Director of TECHN&amp;ART must be informed, at least three weeks before the date of an event if there is a strict need for her or him to be represented at the said event.</p>	<p>Hermínia Sol   Direção</p> <p><a href="mailto:hsol@ipt.pt">hsol@ipt.pt</a></p>
PROMOTION OF EVENTS/ACTIONS	<p>1. The events validated by the Director of TECHN&amp;ART must be communicated to the working group for communication for the purpose of publicizing and promoting the R&amp;D Unit's activities.</p> <p>2. Images in JPEG/PNG format must have a minimum resolution of 300 dpi.</p> <p><b>Internal Newsletter</b></p> <p>3. Content for the monthly internal newsletter must be sent via the dissemination form by the first Friday of the month (including content from the previous or current month).</p> <p><b>Website e Redes Sociais</b> (LinkedIn e Facebook)</p> <p>4. Website and social media content must be sent via the dissemination form</p>	<p>Working Group for Communication</p> <p><a href="#">Link Dissemination Form</a></p>
WEBSITE	<p>1. Each TECHN&amp;ART member is responsible for keeping their profile and individual content up to date on TECHN&amp;ART's website.</p>	<p>Link Login Private Area</p> <p><a href="#">Link</a></p>

ACTION	PROCEDURE	COMMUNICATION CHANEL
<b>PUBLICATION OF ARTICLES AND PRESENTATIONS/ PAPERS</b>	1. The secretariat communicates the decision regarding the financing of expenses related to the publication of Articles and Presentations/Papers, and sends a <b>checklist</b> to remind researchers of the obligation to visibly identifying the affiliation and source of funding in accordance with the stipulations present in TECHN&ART's "Author Affiliation and Publicity Standard Rules".	Hirondina Pedro   Secretariat <a href="mailto:sec.techneart@ipt.pt">sec.techneart@ipt.pt</a>

Tomar, January de 2025