**ICS Website News / Event Template - Please attach any image or other media files**

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| **Your name** | Click here to enter your name. | |
| **E-mail address** | Click here to enter your e-mail address. | |
| **Date** | Click here to enter today’s date. | |
| **News, Event or Announcement?** | Select where your article should appear | |
| **Date of article release** | Click here to enter a date if you want to delay the publication | |
| **Title**  (80 chars max) | Click here to enter a title that will appear on the News / Events box. e.g. “CRUK Glasgow Centre Seminar Series Starts Fri 4th Apr” | |
| **Headline**  (1 or 2 sentences) | Click here to enter a headline that will appear on the News / Events webpage. In many cases it will be the same as the title, but can be longer. e.g. “CRUK Glasgow Centre Seminar Series Starts Fri 4th Apr” | |
| **Summary**  (500 chars max) | Click here to enter text summary that will appear on the News / Events webpage. e.g. “To coincide with the renewal of funding for the CRUK Glasgow Centre, a seminar series has been launched to act as a forum for showcasing the research that contributes to the Centre, and to promote collaboration and interaction across the Centre’s partners.” | |
| **Full article** (for a single web page) | | |
| Click here to enter text for the main webpage for your article. e.g. “To coincide with the renewal of funding for the CRUK Glasgow Centre, we have instigated a seminar series to act as a forum for showcasing the research that contributes to the Centre, and to promote collaboration and interaction across the Centre’s partners.  The seminars will be held fortnightly, starting this coming Friday, April 4th, at 3:30 pm in the Robertson Trust Lecture Theatre at the Beatson Institute for Cancer Research, and will be followed by drinks in the Wolfson Wohl Cancer Research Centre cafeteria.” | | |
| **Weblinks or e-mail addresses**  (to add to the article) | | Click here to enter any weblinks or e-mail addresses that should be made with your article. |
| **Summary image**  (This needs to be 140 x 100 pixels in size. We can re-size an image for you, but it needs to be a logo or simple image.) | | Click here to enter the filename of the summary image to be used. e.g. “CRUK 140 x 100.jpg” |
| **Files to go with full story** (Ask for help if you have videos) | | Click here to enter filenames of the attached image, pdf, rtf, doc etc files to be embedded into your article |