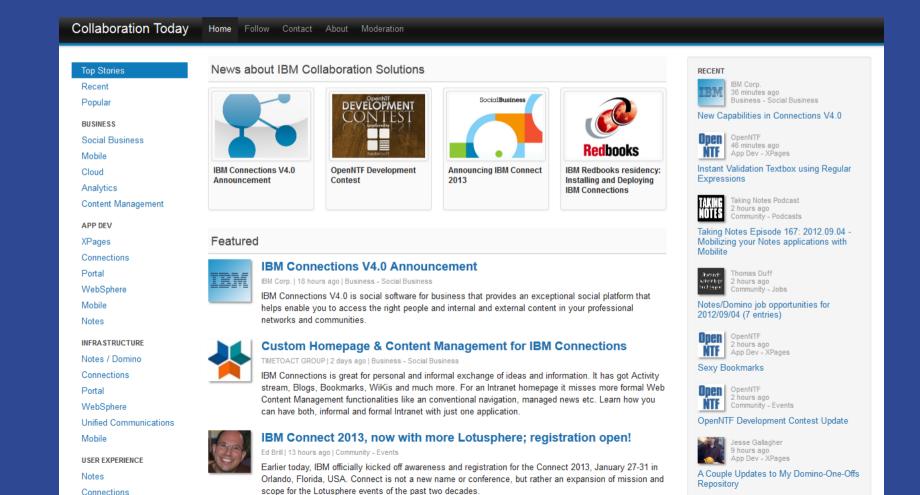
CollaborationToday.info Moderation Policies



scope for the Lotusphere events of the past two decades

Types of Moderators

- There are three types of moderators
 - Category moderators
 - Each moderator can moderate 1 N categories of content
 - Check the left navigator for a list of categories (example: social business)
 - Category moderators do not moderate the "featured" section
 - These news entries show up in the recent stream and the different category streams
 - Spotlight moderators
 - Spotlight moderators can define which news entries to display at the top of the home page
 - Spotlight articles remain visible for 1 2 weeks
 - Top stories moderators
 - Top stories moderators can define which news entries show up on the home page in the different sections
 - There are sections for featured, business, app dev, infrastructure, user experience and community
 - Top stories remain visible for 1 3 days

Responsibilities of all Moderators

- Moderators need to add content on a regular basis and need to be able to dedicate time
- Moderators can use the bookmarklet to easily add URLs to Collaboration Today (watch the video: http://www.youtube.com/watch?v=PYzZT-UgreA)

Authors

- News entries have to have an author
- If the author hasn't been defined yet, moderators need to add him/her
 - Authors pictures must not be bigger than 10kb and need to have a minimal size of 64x64 px

Title

Titles should not repeat author names or include blog names

Abstracts

- Abstracts shouldn't be longer than 2 4 sentences
- Entries need to be categorized

Responsibilities of Spotlight and Top Stories Moderators

Spotlight moderators

- Need to create high quality images
 - 260x180 px
 - png or jpg
 - As small as possible
- Need to change spotlight section regularly

Top stories moderators

- Need to change top stories on the home page regulary
- Need to balance entries (e.g. not only four XPages entries under app dev)

Content

- Only IBM Collaboration Solutions related content can be added
- Only high quality content can be added
 - Moderators of specific categories define whether content is high quality content
- The following content must NOT be added
 - Non-English articles
 - Blog entries about non-business related topics
 - News about competitive products
 - Unless compared fair/objectively with ICS products (e.g. by analysts)

Handling of duplicates

- Content that is older can be added, but only if there isn't already a news entry
- If people blog links to other sites, only the sites should be added
 - Unless people write additional information or opinions
- Handling of news entries about commercial offerings
 - News entries covering commercial offerings are only allowed if relevant to ICS professionals, e.g. products announcements
 - Pure self promoting news are not allowed to be put on Collaboration Today

How to become a Moderator

- Contact OpenNTF or use the contact page http://collaborationtoday.info/contact.xsp
- Tell us what type of moderator you want to be and for which categories
- After OpenNTF has assigned access you'll be able to access the moderation pages using your OpenNTF credentials
 - Log in: http://collaborationtoday.info/login

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