# Diversity & Inclusion Web Request form:

In order to ensure that your requests are handled in the most efficient way possible, please email this word document back to the address below so that we may track these as a team.

Send to: [diversitywebsite@umassmed.edu](mailto:john.trobaugh@umassmed.edu)

Subject line: “Web edit” or “web request” with the specific section (i.e., CEOD: Mature Workforce). *Note Urgency in subject if needed immediately*

Date needed by: (List ideal timing to at the very latest)

## Copy Website URL of specific page: (http://www.umassmed.edu/dio/example)

Note where on the page you would like the information to go (bottom, top, after third sentence).

Exact wording / formatting: (when possible make it look in this word document how you want it to appear on the page)

## Attach Image: (if applicable)

Image Placement: (try to set the text with the image as you would like it on the web page)

Image description: (If a user is unable to load the image this text will show)

### Image Credit:

1. Who took the picture or created the image?
2. Copyright: Do you have permission to use it? (you need to maintain a record, if you purchased it or have documented permission if not taken by UMass employee)
3. Photo credit: Do we need to have the artist/photographers name by the picture?

## Request Image:

We often have images from our events; please tell us the date/time/topic of event if you would like to use images from an event. Describe what you would like in the image, in case we have options. On a limited basis, we may be able to purchase stock photos, please let us know if you would like to use a stock photo.

## Other Web Improvement Request: