

Minutes of the meeting - visualization and update of the website The Institute of Biophysics (IBP) of the Czech Academy of Sciences, Meeting on December 15th, 2021

Participants: E. Bártová, R. Ulrich, E. Kejnovský, J. Kovařík, D. Král, J. Poláková

1) J. Poláková found gaps in the IBP website. All participants discussed how to improve the website.

2) The most common shortcomings include:

- Outdated information, both from the IBP and from individual departments.
- On the pages in the Czech language, there is a text written in English, and vice versa (on the pages in the English language, there is also Czech text).
- Non-uniform menu for the departments.
- Opacity.

Participants decided how to correct the deficiencies; see below.

3) Output

- The site was imaginarily divided into public and internal parts. The revision of the websites will be divided into two stages. In the first stage, it will be corrected and supplemented in the public part of the site, including the HR Award implementation. In the second stage, the internal part will be revised and supplemented by additional and recent information.
- J. Poláková will be entrusted to update the IBP information, and she will coordinate corrections in individual departments in the first stage. Everything should be done within 2-3 months.
- J. Kovařík will be in charge of adding the logo and information about the HR Award.
- In the internal part, information will be added for greater clarity of users.
- J. Poláková will be in charge of regular inspections of the current state of the IBP website. The team communicates regularly with an authorized representative of individual departments to update their web pages. Also, Jana was entrusted with supplementing news and updates on the IBP website and the IBP Twitter. This is in collaboration with V. Hudzieczek, who is in charge of Facebook IBP.
- Improve the English version of the Institute website, giving priority to documents of higher interest to foreign researchers.

Minutes: J. Poláková