



**REAL
HOLO**

D6.1

Internal and external IT communication infrastructure and project website

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Abstract	This deliverable briefly describes the REALHOLO project website and its functionality. Further it describes the tools provided within the IT infrastructure to facilitate cooperation and coordination.
Keywords	collaborative tools, infrastructure, website, homepage, internal communication



PHOTONICS PUBLIC PRIVATE PARTNERSHIP



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Executive Summary

This deliverable provides an overview of the REALHOLO project internal and external IT infrastructure. It consists of four main chapters and a conclusion.

The REALHOLO IT infrastructure consists of the collaborative tools used within the project and the website. The REALHOLO professional communication kits will be presented in D6.9-D6.12 “Professional communication kits - Version 1-4” and include all communication and dissemination material during the project. Additional materials, which might be created during the project, such as photos, illustrations, etc., will be presented in D6.4 “Intermediate dissemination report”, D6.6 “Updated dissemination report” and D6.8 “Final dissemination report”.

Chapter 1 Chapter 1 serves as introduction to the topic. It gives an overview about the deliverable and the management infrastructure.

Chapter 2 describes the corporate visual identity of the project, which provides visibility and “recognisability”. The subchapters present the actions taken to create a visual identity of the project and to raise its awareness, such as to easily remember its name and core objectives. It includes the project logo and its relatable colours, as well as the internal and external project templates.

Chapter 3 shows the REALHOLO project website, which represents the major communication tool within this project.

Chapter 4 introduces the so-called “Collaborative Tools”, more specifically the respectively the tools composing the internal and external IT infrastructure of REALHOLO. The mailing list servers and telephone conference systems have been established for the internal communication.

Another very important tool is the project internal file sharing platform. It serves as a central file repository where all project partners can get access to the required documents, as demonstrated in Chapter 4.

The established environment enables state-of-the art, efficient and user-friendly collaboration and dissemination of information and provides the ideal administrative basis for the project work.

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Chapter 1 Introduction

This deliverable provides an overview of the REALHOLO internal and external IT communication infrastructure, which consists of a set of tools and procedures to facilitate the cooperation among the beneficiaries, the project coordinator, the EC, interested stakeholders and the general public.

Additionally, this deliverable contains the launch of the internal REALHOLO IT communication infrastructure, including the establishment of mailing lists and a project internal file sharing platform, as well as the REALHOLO website. A more detailed description of the project's website will be given in Chapter 3.

Aside from the project website, a whole set of tools foster the cooperation within the project and enable the dissemination of project results to the general public. Technikon has recently developed a system, called "Trusted-Knowledge-Suite" (TKS), for distributed project collaboration. This trusted collaborative toolbox was awarded an Austrian ICT innovation prize for its security and completeness. The toolbox was incorporated into the architecture, which was initiated and configured for REALHOLO. The main components of the knowledge management infrastructure include the following:

- A public dissemination website
- A file sharing and collaboration platform for organizing files and documents with-in the project
- Mailing list server (Mailman) as primary means of communication between participants

Figure 1 presents the overall architecture of REALHOLO IT tools, which are described in the following chapters.

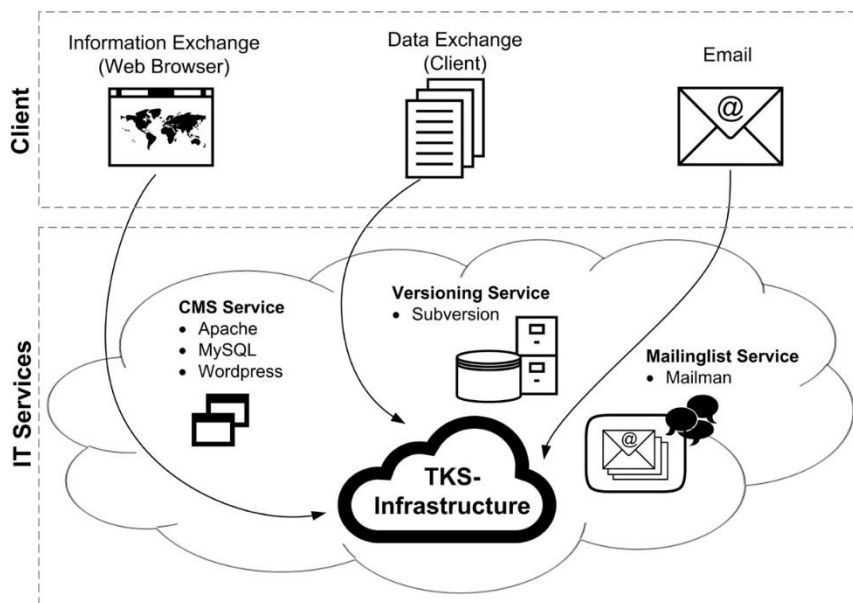


Figure 1: TKS infrastructure

Chapter 2 Visual identity of the project

The creation of a corporate visual identity plays a significant role in the way the REALHOLO project presents itself to both internal and external stakeholders. A corporate visual identity expresses the values and ambitions of our project and its characteristics. Our corporate visual identity provides the project with visibility and "recognisability". It is of great importance that people are aware of the project and remember its name and core objectives at the right time. The following subchapters present the actions, which were taken to create a visual identity of the project.

2.1 Project Logo

To improve its visibility, the REALHOLO project has adopted a project logo. Partner TEC was responsible for the design of the project logo, including the colours, fonts and icons. This logo will be used in all dissemination tools from internal documents and reporting templates to external communication tools such as the website, presentations and brochures. This consistent graphical identity will support effective communication and recognizable dissemination activities. The two versions of the logo, in horizontal and vertical format, are shown below.



Figure 2: REALHOLO Logo

2.2 Project Templates

The project identity is reflected in all documents created by the consortium for internal as well as for external use. The project management team established templates for different formats as MS-Word, MS-Excel and MS-Power Point. The templates for documents and presentations are accessible to all project members. The templates are important to ensure a coherent theme and a consistent visual appearance of the project. An example of a template is shown in Figure 3.



Figure 3: REALHOLO Power Point Template

Chapter 3 REALHOLO project website

For a better visibility of REALHOLO, the project website was launched in the 1st month of the project. As already recalled, the project website constitutes the main communication tool, and will be used to disseminate most of the project information and dissemination materials. The website has been designed to provide a user-friendly and informative environment. It is based on the WordPress Content Management System, which has been configured as to allow the site to be accessed by the main public.

The REALHOLO project website is available on the following link: <https://realholo.eu/>

The design of the website is based on the templates and colours of the REALHOLO logo to establish a strong project identity in all communication activities.

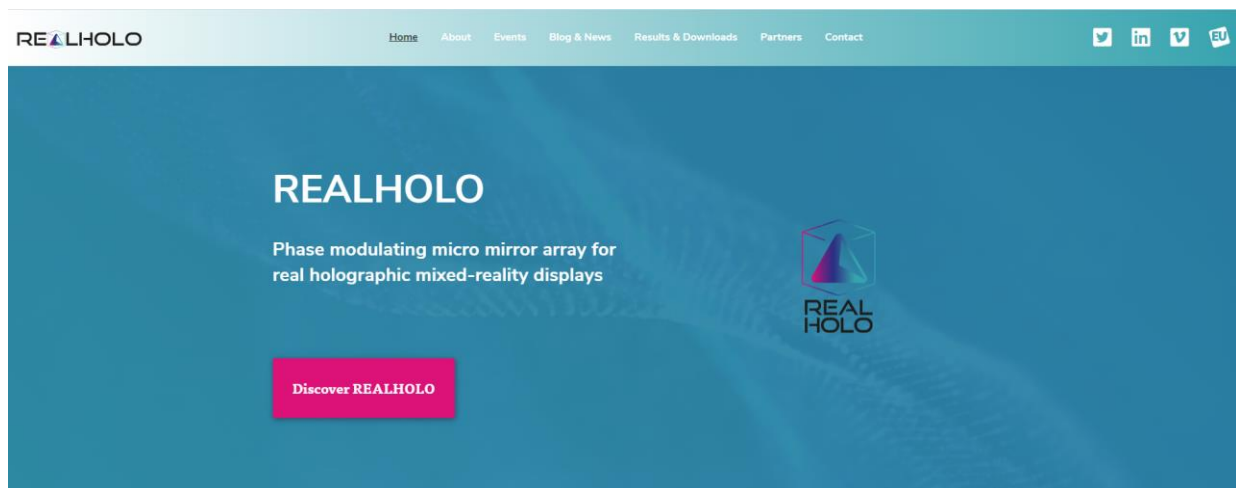


Figure 4: The Main Page of the Website

Figure 4 illustrates the start page of the REALHOLO website. The main categories on the front page are: Home, About, Events, Blog & News, Results & Downloads, Partners and Contact.

- **Home**
In the first category, the visitor receives information about the project consortium and the contact persons. Furthermore, blog entries and upcoming events related to the project are shown. Also, on the main page of the website, quotes from different partners will be illustrated, which will be updated on a regular basis. These quotes will include comments on the mission and activities of the REALHOLO project.
- **About**
In this area visitors can find an overview of the REALHOLO project. This includes the project's vision, mission and objectives, motivation, work packages and related projects.
- **Events**
This category shows upcoming events related to the REALHOLO project.
- **Blog & News**
The consortium members can post relevant information on this blog. As an example, Figure 5 shows a REALHOLO project blog post. The blog will also feature an image gallery by which pictures of events can be presented.
- **Results & Downloads**
Here, visitors can see and download project publications, papers and public technical deliverables.

- **Partners**

This page presents an overview of the REALHOLO project partners.

- **Contact**

Using this page, website visitors can send an email directly to the coordinator of the REALHOLO project, e.g. general feedback or questions regarding the project or website.



18 January, 2021

REALHOLO Overview

Watch the project teaser and immerse yourself into the world of REALHOLO!



Patrick Leczek

[Read More](#)

Figure 5: REALHOLO Blog

Each page of the REALHOLO website includes at the bottom the disclaimer, the legal notice, the privacy policy and the feedback form. The website can be viewed with a standard desktop web browser as well as on a smartphone and will be kept alive throughout the project period and a few years afterwards. The website has been successfully tested on several web browsers (e.g. Chrome, Firefox in January 2021).

The website backend is updated by Technikon on a regular basis, in particular as soon as major updates are made available by the developers of the Wordpress CMS. For collecting statistics, Technikon uses Google Analytics. Some of the available metrics are:

- The number of unique visitors;
- The number of total visits;
- Top 10 downloads;
- The geographical distribution of the visitors' locations;
- The ratio between new and returning visitors.

Chapter 4 REALHOLO Collaborative Tools

A set of collaborative tools are provided by the coordinator to facilitate the cooperation within the project and to assist in the coordination work. These tools are:

- A project internal file sharing and collaboration platform for keeping track of documents
- A mailing list system for information exchange
- GoToMeeting and other systems (for remote telephone conferences)

4.1 Project internal file sharing platform

The consortium uses a project internal file sharing and collaboration platform provided by Partner Technikon. This system offers:

- Integrated file hosting and –sharing,
- Collaboration software for office documents,
- Calendar,
- Chat and video conference tool,
- Survey tool.

The data is stored in Europe and every connection to and from the server is encrypted with current standard encryption method.

4.2 Mailing List Server

Several mailing lists are available to the project members for easy communication with a set of participants. For subscriptions and other management tasks, it is necessary to write an email to the coordinator. Access is controlled by the coordinator to ensure the integrity of the lists.

Technikon has set up a mailing server with a wide range of different mailing lists, where all people who are responsible for the various sections are subscribed.

The different REALHOLO mailing lists are described in the following table:

Mailing List Name	Members
GA mailing list	General Assembly members and deputies
Technical mailing list	For all technical correspondence & EB member discussions
Financial mailing list	Personnel responsible for financial questions and tasks
Publication mailing list	Partners will be informed about Publication & Notices at least 45 days before publication according to Article 29.1 GA
All mailing list	All personnel actively involved in the project

Table 1: Mailing lists

4.3 Online Conference System

In addition to face-to-face meetings and due to the current situation (Covid-19), online conferences for REALHOLO will be held on a regular basis. A tool provided by the coordinator Technikon is available for all partners. This web conferencing tool, called GoToMeeting, allows REALHOLO partners to host online meetings. Users can dial in either via a local client (VoIP) or use the dedicated Country code, which is provided by the organizer. GoToMeeting provides the possibility to share any application on REALHOLO members' computers in real time.

Chapter 5 Summary and Conclusion

This document provides an initial documentation of the REALHOLO IT communication infrastructure as well as the project website.

First, a presentation of the visual identity of the REALHOLO project, including the project logo and project templates, is given. A corporate visual identity expresses the values and ambitions of the REALHOLO project and its characteristics. The visual identity provides the project with visibility and "recognisability".

The website is divided into different sections, which will be updated on a regular basis. It was reviewed by several management and research employees of Technikon and very useful feedback has been received by the partners.

Through publishing all relevant public information of the project on the official REALHOLO website, the website will be kept lively and external visitors will immediately see the current news and activities. Further, this allows more interaction and communication within and outside the REALHOLO Consortium. In general, we grant open access to all communication and dissemination materials published on the project website. If in a certain case, other licence requirements have to be taken into consideration, this will be marked accordingly.

The REALHOLO IT infrastructure provides an essential benefit for all project partners. All project partners are able to access all project relevant information and documents. Further, the communication environment helps to distribute relevant information and create transparent efficient working conditions.

Chapter 6 List of Abbreviations

Abbreviation	Translation
CMS	Content Management System
GA	General Assembly
HTTPS	Hypertext Transfer Protocol Secure (used for a secure connection between Browser and Web server)
TKS	Trusted Knowledge Suite
VoIP	Voice over Internet Protocol (voice communication technique transmitted over internet protocol (IP) networks)