## The Netly News





# Creating an Effective Presence Online

© 2003 The Fontayne Group, Inc.

## Traditional >>>> Digital

Mail







Media Relations

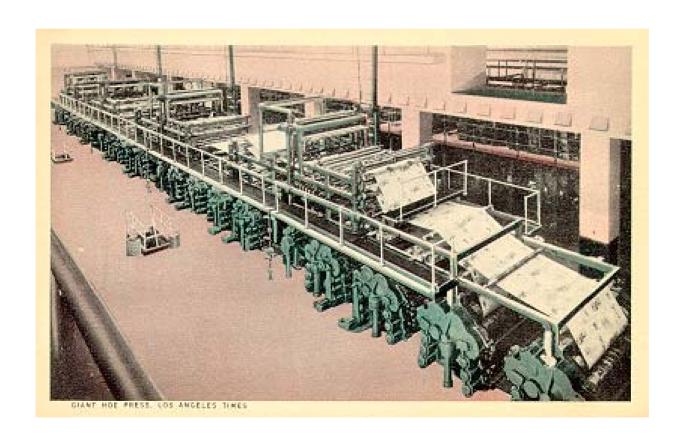


Research



Fun & Flim Flam

## Digital Rule #1: Traditional Rules Still Apply



Good writing. Real News. Stuff, not fluff.





#### Working Online Saves Everyone:





Time Money Missed Deadlines Phone Tag Tedium Toner Trees



#### News Distribution Revolution

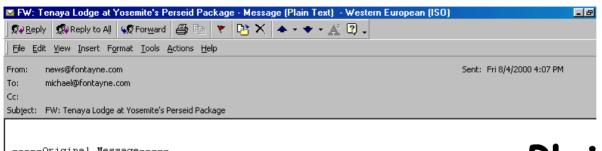




1995: fax/email \$500 per issue

1998:Web-only \$ 0 per issue

#### Email News Releases



Be Brief

----Original Message----

From: News [mailto:news@fontayne.com] On Behalf Of news@fontayne.com

Sent: Monday, June 26, 2000 4:50 PM

'news@fontavne.com'

|Subject: Tenava Lodge at Yosemite's Perseid Package

Tenava Lodge at Yosemite's Perseid Package Features Midnight Rendezvous

TENAYA LODGE AT YOSEMITE, Calif., June 26, 2000 - Tenaya Lodge at Yosemite offers a celestial two-night package on August 11 and 12, 2000 for a very close encounter with the Perseid meteor showers. The Perseids are perhaps the most famous annual meteor showers due to their summer occurrence and visibility with the naked eve. First recorded in China in 36 A.D., this vear's showers will be visible from August 6 to 30, peaking in the early morning hours of Saturday, August 12.

At 11 p.m. on Friday, August 11, quests will be spirited from Tenaya Lodge for the 45-minute ride up to Glacier Point. A majestic setting within Yosemite National Park, Glacier Point provides an incomparable vista free of city lights, fresh with alpine summer breezes and, at 7,200 feet. As your host, the Tenava provides educational support by sending along an astronomy quide to discuss constellations, radiants, apogees and magnitudes. The Perseid Package price is \$319.00 plus tax per person for two nights, based on double occupancy.

Plain Text is Best

No Attachments

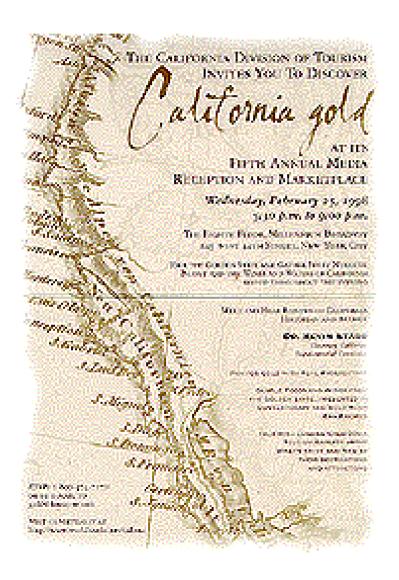
Real News

Clear Topic in Subject Line

#### No SPAM! **BY PERMISSION ONLY**

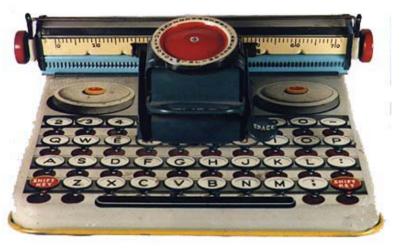
Live Link to more info

## Streamline RSVPs and Reach All Invitees with Your Info



- Put email address as well as 800# on printed invitation
- Add the URL for special section on your website
- Collect new email addresses from RSVPs

## Working with a Net



Triage Mailboxes Same Day Response Cut 'n' paste addresses Paste-able Texts Resource URLs Media Research Updated Databases Online Press Room

#### Planning Your Online PR Presence



Establish Goals
Do Research
Set Benchmarks
Be Strategic
Layout Action Steps
Hone your News Sense

Get Online Regularly, (same as with newspapers, radio or TV)

Befriend your "IT guy"

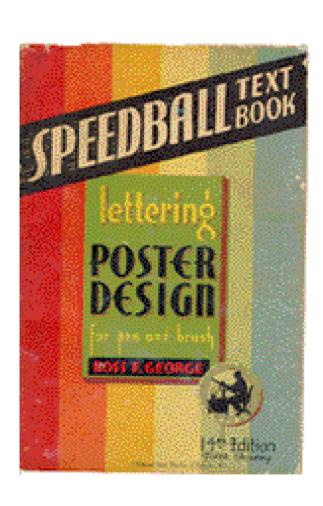


Shoestring Budget? Remember my motto:

"If the world gives you socks, make sock monkeys."

Work with what you've got right now.

And take that IT guy to lunch.



## Site Design

Easy to Update Media-friendly No PDFs No Plug-ins **Fast** Fresh **Factual** Fun

# Use our JET™ Principle: Just Enough Technology



# The Press Room Access Debate: Restricted or Open to All?

Answer: Open!!



Don't you hate registering to read things online?

Don't you want as many folks as possible to get info?

## Press Room Content Options



- · Welcome
- Backgrounders
- · Fact sheets
- · Bios
- Latest News
- · Release Archives
- · Images
- FAQs
  - Research/Statistics
- Staff Directory
- · Email Options

## Press Room Content Options



- · Web Cams
- Maps
- · Events Calendar
- Streaming Audio
- Streaming Video
- · Archival Documents
- Press Trip Request
- Links to other relevant resources
- Registration
- Press Trip Policies

## Offer Research.

- · Trends You can do some, too.
- · Leads
- Insider Info
- Fact Checking
- · Referrals
- By-lines
- · Coverage
- · Competitive Info
- Public Opinion
- Buzz/Gossip





## Welcome to the **Austrian National Tourist Office**, **Inc. in North America**, the official non-profit promotion and information agency for travel to Austria.

#### Meet the Austrian National Tourist Office



The Austrian National Tourist Office conducts advertising campaigns, nationwide and regional promotions, coop marketing programs with our partners in the travel industry and offers numerous support services for the travel media and other tourism related partners.

#### Personalize Your Staff Info

#### Images help tell the Story







WebCams
Transparencies to CDs and FTP Files
Streaming and FTP B-Roll

# Webcasts of Media Events and Downloads of Stills



# Play is Good. Put some fun on the site.



Example: Austria,

The Birthplace of Pez

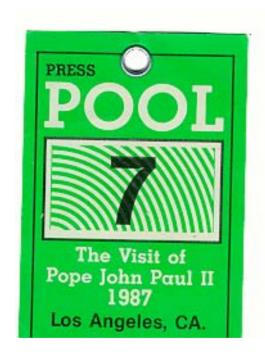
Top 10 Pez Sites, as selected by the Tourist Office, listed on the website



#### Be Creative!

Keep it Fresh.
Try Different Things.
It's Easy to Change.

# Two Little Words That Will Save Your Sanity:



BACK UP !!!

#### Samples From Online Press Rooms Of Tourism Organizations



# California

Press Room <u>Home</u>

Meet the Staff

What's New in California

Press Kit

Press Release & Features

Story Ideas

Research & Statistics

Did You Know?

Calendar of Events

Image Library

Press Trip Policy

Useful Links

Request Information



#### **Press Room**

#### Welcome

#### **Dear Journalist:**

Welcome to our Online Press Room. To help you get better acquainted with California, we have put online our press kit containing information about the many destinations, attractions, activities and events found throughout the Golden State. Be sure to check out the latest edition of What's New In California, providing you with details about new developments in California tourism

California Tourism is prepared to assist you with **story ideas**, <u>press and feature releases</u>, <u>tourism research</u>, <u>interview requests</u>, <u>color images on CD-ROM</u>, <u>press trip itineraries</u>, and any <u>special requests</u> you may have.



#### Austrian National Tourist Office

#### **Media Center**

Welcome to the Media Center of Austrian National Tourist Office in North America. This section is for the benefit and use of journalists based in the U.S. and Canada. In addition to the <a href="mailto:news">news</a> and information you will find here, there are <a href="mailto:three offices">three offices</a> which can assist you, according to your location.

News -- the latest releases from Austria

<u>Facts and Features</u> -- statistics, background info and evergreen stories <u>Contacts</u> -- where to find the ANTO folks who handle U.S./Canadian media relations

Home | Austria A to Z | Tour Finder | Extra | Alpine Adventures | Imperial Cities | Kultur | Austria Travelogues | Austrian Hotels | Meet ANTO



## Austrian National Tourist Office Media Center

Register to become a preferred media contact with the Austrian National Tourist Office. All information provided will be kept strictly confidential. A media relations representative with our organization may contact you personally upon receipt of your registration information.

1
Name
Affiliation
Title
Street
City
State
ZIP
Country USA 🖳
Tel
Fax
email
Please tell us about your media outlets, special interests, writing style, Associatio memberships or any other information you would like to share with us.
<u>~</u>
Submit   Boost



#### Media Resource Site for The Americas

#### QLD in the USA

#### **Tourism Queensland**

1800 Century Park East. Suite 330 Los Angeles, CA 90067 vox: 1.310.788.0997 fax: 1.310.788.0128 Jonathon Day, Regional Director, The Americas

e-mail: queensland@aol.com

#### **USA Media Contacts**

The Fontayne Group 430 Colorado Avenue Santa Monica CA 90401 vox 1.310.395.9145 fax 1.310.395.9846

#### The Stuff You'll Find Here

The News: Current Releases
The Archives: 1999 and 2000 Releases
The Press Kit: Facts and Features
What's Up Down Under: Events Calendar
Top Shots: Copyright-free images
The Yarns: Tales from Queensland
Click here for an Aussie Treat
How Can we Help You?







Home

Directory

Site Map

Visitor's Guide

Search

About Sonoma County
Accommodations
Adventure
Attractions
Calendar of Events
Cultural Arts
Farms & Gardens
Restaurants
Shopping
Spas
Tours & Transport
Travel Essentials
Wineries

About Us
Film Commission
Media Corner
Travel Professionals
Wine Country Meetings
Email Us

Extras

This section is for journalists, editors, broadcasters and others writing about travel and tourism. It features a comprehensive press kit, the latest news and other resources. If you don't find what you are looking for, please email one of the contacts below with your request.

<u>Press Kit</u> -- Click here for the current releases of our comprehensive press kit on Sonoma County, with destination overviews, fact sheets and backgrounders on many aspects of traveling in Sonoma County.

**News** -- In this section, we'll be putting the latest news releases. <u>Images of Sonoma County</u> -- Here are some photos for casual use. If you require print-quality images for your publication, <u>email us</u> and we can refer you to professional editorial photographers who have recently visited Sonoma County. **B-Roll** -- Recently produced broadcast-quality B-roll is available upon request. <u>Email us</u> a description of your program and we'll send you a shot sheet.

**Press Trips** -- SCTP arranges in-person visits to Sonoma County for a limited number of journalists each year. Selected participants must be on staff or on assignment for major media outlets. Please let us know if you would like to be considered. For more information on Sonoma County, contact SCTP or our public relations representatives:

Sonoma County Tourism Program Nina Laramore, PR Manager

T: 707.565.5384

E: nina@sonomacounty.com



#### **Media Corner**





These days, Hong Kong is making more headlines than ever. This section of our site is intended to provide interested parties with a taste of what the press is saying, along with other information that may provide some perspective.



**US News** 



Trade News



**Media Corner** 



**Gateway to China** 

#### **Statistics**

U.S.A. Arrivals to Hong Kong Previous Years			
Year	Arrivals		
1999	802,705		
1998	773,309		
1997	800,539		
1996	751,275		
1995	748,911		
1994	776,039		
1993	755,666		
1992	694,290		
1991	619,685		

1999 - U.S.A. Arrivals to Hong Kong				
1999	Arrivals	% Change from Previous Year		
January	60,880	+8.5%		
February	46,491	-12.7%		
March	75,370	+16.5%		
April	72,549	+1.2%		
May	63,598	-5.7%		
June	65,661	+3.8%		
July	67,522	+7.5%		
August	60,477	+9.2%		
September	59,306	+9.2%		
October	91,217	+8.3%		
November	78,451	+6.3%		
December	61,183	-7.8%		

## CALIFORNIA COUNTRYSIDE



a DMO-driven Coalition to brand and promote Rural Tourism



## Annual DMO Investment

based on total annual operating budget

\$250K or less	=	\$250
\$251K to \$749K	=	\$500
\$750K to \$999K	=	\$750
\$1million to \$1.9 mm	=	\$1,000
\$2 million or more	=	\$2,000



# COUNTRYSIDE

Communities

Charms

Currents

Calendar

Cinema

Cams

Cards

Catalyst

Communications

Collaborators

Colleagues

Coalition

Contact

Credits/Copyrights

@ 2003

The Fontayne Group



Fine and performing arts



Cellars

Wineries and tasting rooms

# Getting the Media to Your Site



- · URL everywhere
- · Email Notices
- Media Site Posts
- · Search engines
- Directories
- Publicity
- Promotions
- · Paid Links
- · Free Links

# Make Sure Your Site is "Visible"



\* Content

\* Meta-Tags

\* Title Bars

- \* Text
- \* Dedicated HTML page/URL \*

# Getting the Media to Come Back to your Site



Frequent Updates
And Uploads
New News
New Images
New Trends
New Services
Live Events

Registration/Opt-in Email Alerts



#### The Ultimate Online Paradigm:

The Internet is one great big Tupperware party. It's people doing business with people whom they know, they like and they trust.

# Using the Web for Crisis Communications



## Be Prepared



- Identify/Inventory Threats
- Project Impacts
- Assign Budget and Staff and, oh.....

## Make a Plan!!



PLAN.

Planning Prevents Panic

### PLANNING IS ESENTIAL



Goals Research Risk Assessment Strategy **Actual, Written Plan Team Assignments Well Defined Hierarchy Specific Action Steps Up-to-Date Contact Info Replacement Website Redundant Web Presence** 

**Put All Resources in Print & Online** 



## (Did I mention Planning?)

# The Crisis Site

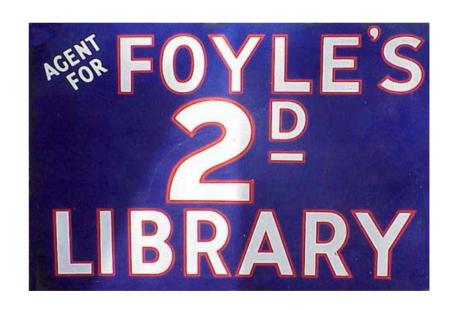
### Remember the JET™ Principle: "Just Enough Technology"



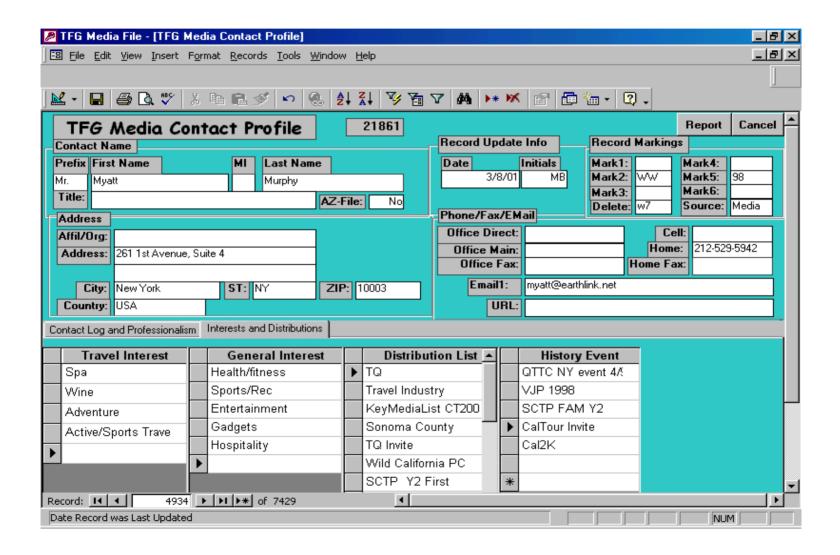
- Fast Loading
- No Flash, No Animation
  - Spare, Austere
  - Serious in Tone
    - Interactive
  - Easy to Update
  - Operative Off-site
- Multi-lingual, as needed

# Use Online Research and Resources

- · Breaking News
- Situation Status
- Official Statements
- Industry Feedback
- Editorial Coverage
- · Competitive Response
- · Fact Checking
- Experts/Academics
- · By-lines
- Public Opinion



### **Contacts Database**



## Set up E-Mail Systems

**Prep/Update Address Lists** 



**Prepare templates** 

Be able to send from off-site

**Web-based Email Service** 

**Email advisories to media** 

**Text Only with links to other resources** 

### When Tragedy Strikes

- √Put your plan into motion
- √Verify your full team is on duty and acting
- √Cancel ads, etc.
- √Stop <u>all</u> promotions, <u>including</u> Net-based ones
- √Take regular website offline
- Fill in your crisis template and put it up
- ✓ Express condolences/appropriate sentiments
- √Put up *facts* as they are confirmed
- √Update frequently, hourly at first
- ✓ Send emails to media contacts and other all key people/organizations
- √Give people a way to interact with you.

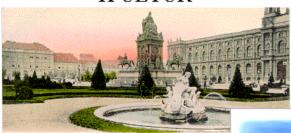
# When a Crisis is Chronic



- Assess Situation
- Activate appropriate plan elements
- Monitor and Respond to Developments
- Focus on Information, then Motivation
- Lay the Groundwork for Recovery

# Post-Crisis: Review/Edit/Enhance/Re-post Legacy Web Content

#### KULTUR



"Kultur", as you are probably aware, is the German word for "culture" and we can ha visitors a more exciting selection of cultural events and activities. Throughout the yea with dazzling musical events and first-rate art exhibits. Our head-office in Vienna has guide to literally hundreds of music festivals and art exhibits.

#### 1999 Cultural Events and Exhibit



Music 🗘

Jahann Strauge 1999. Austria, the land of music, of



Our Alpine Adventures section showcases the exhilarating outdoor activities and gorgeous vistas that the Austrian Alps offer, as well as the local customs and traditions that change from one valley to the next.



Winter
Adventures
For the
winter
sports
fanatic,
Austria is

the only way to go to satisfy that downhill craving. Austria is the birthplace of sking, and for Austrians skiing is a way of life. Snow sports are inseparable from this land's tradition and contemporary innovation, as the great Alps are inextricably linked to Austrian life. You'll find here the resorts.



Adventures
Just as much
adventure and
stunning beauty
await you in the
Austrian Alps
during the
summer as in the
winter. The
mountains seem
even bigger and

bolder when adorned in their evergreen and blossoming colors, and the fresh



Cultural
Adventures
While you're
schussing
down the
slopes, do

adjust your speed to savor the Alpine quality of life. Folk traditions of the Austrian Alps are not to be missed. Discovering them can be as exciting as shredding down a bump run or cutting

#### Don't Try to Erase the Past.



You can't.

Be truthful. Be compassionate. Move on.



#### **BEST PRACTICE CASES**

- Swissair
- California Tourism



Press Release - 09:30 AM (CET)

#### Swissair aircraft involved in accident

Zurich, September 3, 1998 - A Swissair aircraft crashed off the coast of Nova Scotia, Canada at 03:20 this morning (Central European Time). The aircraft, an MD-11, was operating flight SR 111 from New York to Geneva, and was carrying 215 passengers and 14 crew.



#### September 3, 1998

03.09.1998, 20:30 Swissair offers immediate compensation to families of passengers on SR 111

03.09.1998, 17:30 No survivors from Swissair MD-11 crash

03.09.1998, 12:30 Update on Swissair accident

03.09.1998, 09:30 Swissair aircraft involved in accident



## **The Current Update**: Search for the cause of SR111 tragedy continues

Click here for the whole text.

#### **Contents**

Press releases/History

Questions & answers

Links to other websites

Important phone numbers



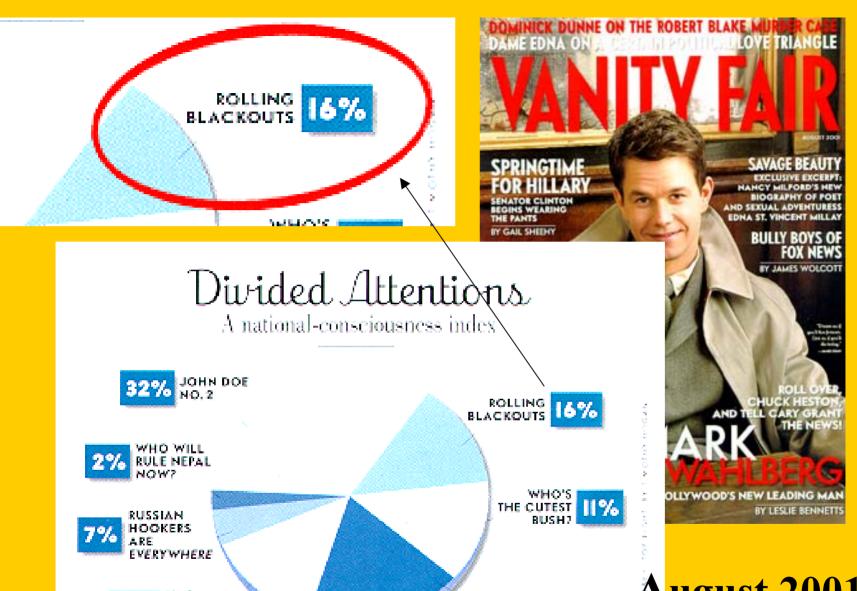
**Frequent Updates** Full facts as known **Victim Focused FAQs Company History/Info** Links **Contacts Condolence Book** 

# Enlighten



Powerful News

> from California Tourism



CAMOUFLAGE

August 2001

PHIL BRONSTEIN 17%

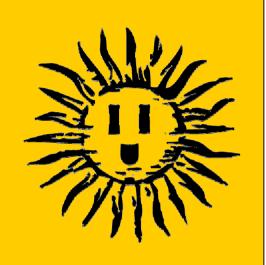
## Objectives

• Reassure Travelers and Travel Industry

Correct False Impressions

Assist CA Industry

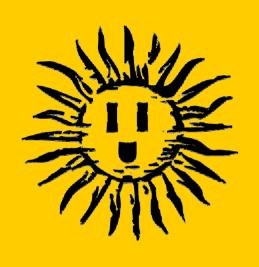
• Reach U.S. and International markets



#### Research

- Industry Impact Survey of 100+ Businesses on their Plans, Media Contacts, Statements
- Review of Media Coverage of Issue since January 2001
- Monitoring Gas Prices
- Review of Web Postings

#### **Industry Relations**



- Industry Impact Survey
- Survey of Top 10 Attractions
- Conservation Tips
- Camera-ready Tips for Reprint
- Copy for use in newsletters
- Samples of Release and Power Tools



#### **Energy Saving Tips for Travelers**

#### Before you leave home...

Power outages could happen anywhere, even at home. Use these guidelines to reduce energy consumption and safe-

- guard your home and budget while away.

  Pull the plug on unused appliances.
- Draw curtains, close shutters.
- In summer, turn off air conditioner or turn thermostat up to 80°E in winter, turn your heating thermostat to 60°E.
- Put security lights on a times.
- Turn off water heater or shift to lowest setting.
- Chedyfix dripping faucets.
- If you leave food in your refrigerator or freezer, burn a filled and freezer ice cube tray upside down in the freezer. If it's empty when you return, you'll know your power was off for an extended period.

#### On the road...

Whether in your own our or a rental, here are some general tips for getting the best gas mileage for your trip.

- Use auto club routing services and maps or Web mapping services to plan your route for best mix of sights and shorter distances.
- Oned: for clean filters, proper tire inflation, reasonable lurrage load.
- Acorderate smoothly, don't tallgate and avoid frequent braking.
- ☐ Obey speed limits. Lower speed = higher mpg
- Turn off engine if you are going to be waiting for more than a few minutes.

For more tips and current information, stop by a California Welcome Center or go to the official Web site of California Tourism at www.visitcalifornia.com.

#### At your destination...

Help your hosts conserve power with these small but effective steps.

- Use natural light whenever practical.
- Before leaving your room, and when you check out, ensure that all lights,
   TV and other appliances are turned off. Draw outsides & charles.
- Set room thermostat to 78% or higher. Turn off air conditioner if you'll be gone all day.
- Take shorter showers or bathe in a little less water.
- Don't run water continuously when shaving or brushing your teeth.
- Ask for fresh linens every other day, use towels more than once (ask innkeacers for procedure).
- Use your car lighter outlet to recharge cell phones.

#### If you experience a power outage

Planned outages have been few and far between. In the rare instance that you experience a power outage, do not be alarmed and please remember:

- Safety services such as police, fire, paramedics and hospitals are exempt from planned outages and will not lose power.
- Be patient. A planned outage typically lasts 60 to 90 minutes.
- Do not call 911 to report a power outage. Call 911 only for a real emergency.
- Treat any intersection with non-working traffic lights as a "four-way stop."
- Keep refrigerator doors dosed; they will continue to keep items cold for hours.
- Turn off and put plugs from wall sockets for computers and other sensitive electronics to avoid damage from a power surge once service is restored.
- Use flashlights if needed. Do not use candles as they pose a risk of fire.

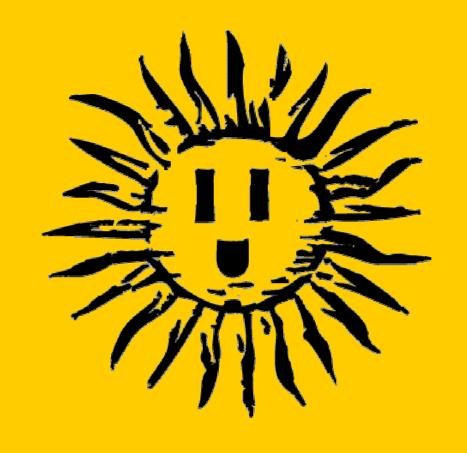




400,000 printed



**Off-line Press Kit** 



## Enlightenment Online



Click here to order your free 2001 California Official State Visitor's Guide



VISITOR'S GUIDE



LODGING RESERVATIONS



PRESS ROOM



WELCOME CENTERS



MAPS 🏂



SPECIAL EVENTS



POSTCARDS



REGIONS



SEARCH



CONTEST



DRIVING TOURS



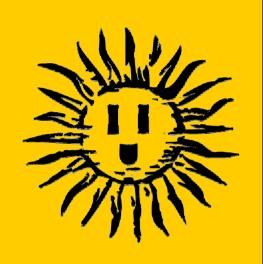
INDEX



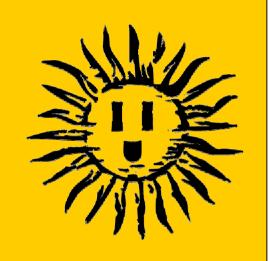




#### **Enlighten for Consumers**

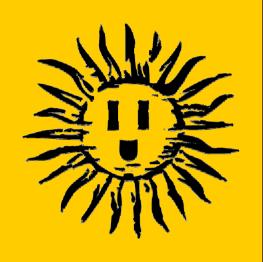


- Message from Director of California Tourism
- Energy Update
- Tips
- FAQ
- Email Form for Inquiries



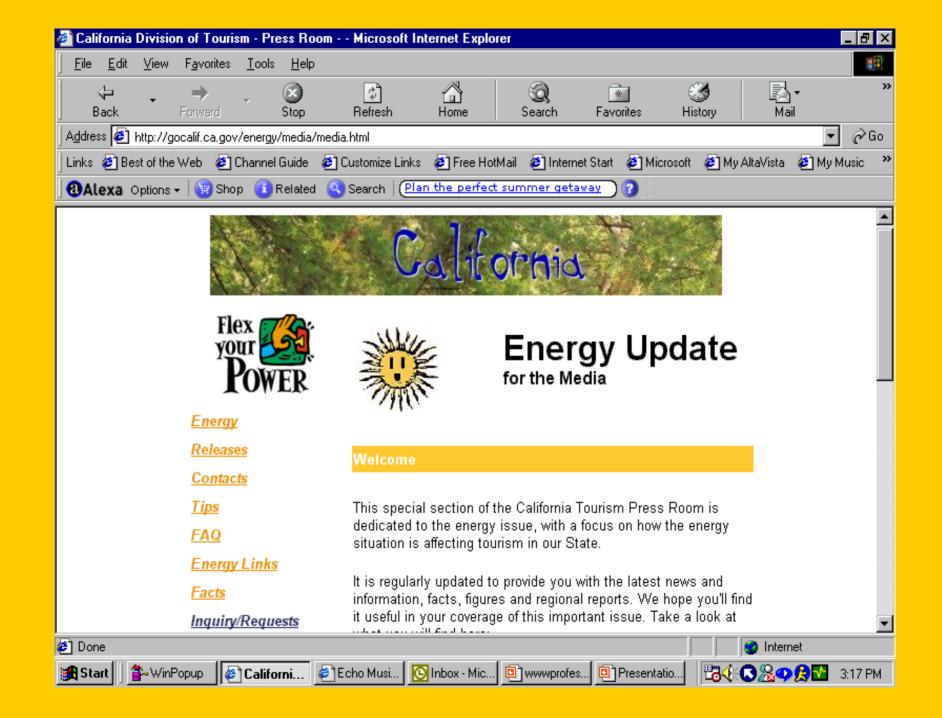
# **Enlighten for Travel Industry Professionals**

- Energy Update
- Tips for Tourism Businesses
- Tips for Hospitality Businesses
- FAQ
- Downloadable Tips for Guests/Customers
- Energy Links
- Email form for inquiries



#### Enlighten for the Media

- Campaign Releases
- Fact Sheets
- Energy Update
- Tips
- FAQ
- Request Form for Info/Interviews
- Links to other Web resources
- Link to main press section
- Press Contact List





ool. 13, no. 10: October 2001

This Month in Travel Take;™

Conserving Energy, California Style

Powerful Values in Sonoma County

Sonoma County Unplugged

Saving Energy, Sierra Style

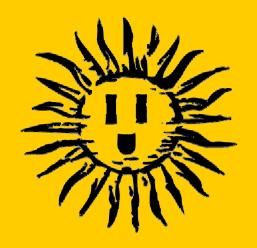
#### Travel Takes™

#### The Travel Newsletter from The Fontayne Group

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Summer vacation -- ah, that classic (if nowadays everelusive) concept of taking two weeks off to get away, recharge the batteries, escape to an alpine lake or sugary ocean strand, read as many books as possible from that



Search Engines

**Directories** 



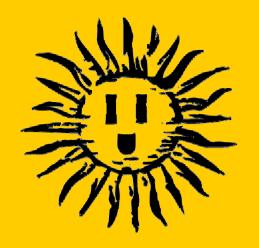












Portals
and
Big Brand
Aggregator
Sites

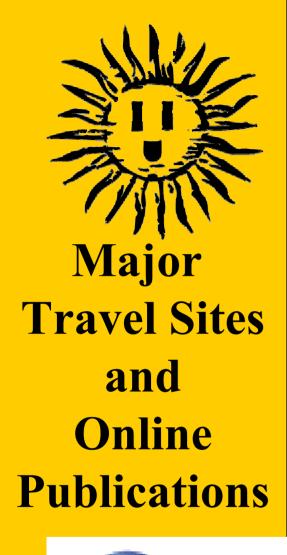
















fodors.com



ucrossroads



## THE WALL STREET JOURNAL

San Diego Business Journal.

# Bůsiness Journal





**Business Media** 

## San Francisco Chronicle CALIFORNIA'S LARGEST NEWSPAPER

Star-Telegram REGISTER





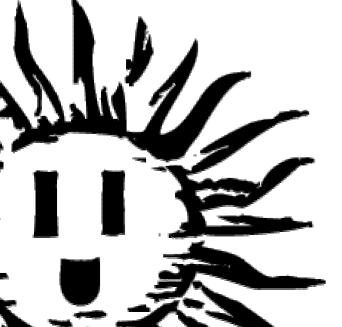
**Daily Newspapers** 

#### travel management daily

## INCENTIVE









Trades and Industry Newsletters

# Recap: Crisis Communications



Plan. Today.

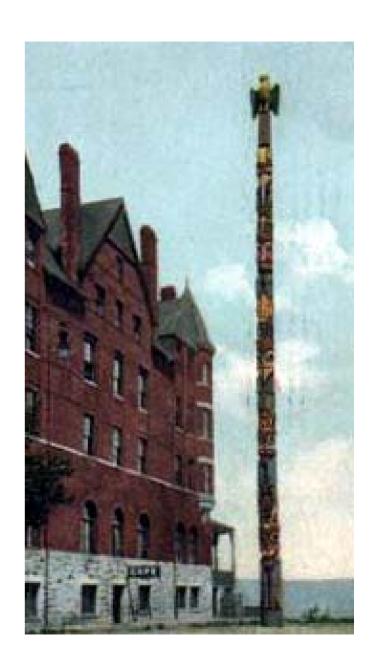
Have dummy web pages and digitized info at the ready BEFORE a crisis hits

- Replace regular home page
- Remove all promotional stuff
  - Link to crisis pages
- Post accurate info every hour
  - Distribute info via email
- Post global contact numbers
- Use translations, as needed
  - Provide for interaction

### Questions? Just Ask.

Send an email to

cynthia@fontayne.com





our special section for writers and PR professionals at www.fontayne.com/ink



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#### Thank You