**Request to send email to group membership**

Groups should communicate regularly with group members. Your Groups & Awards Officer is able to promote group events and call for nominations for group prizes. Emails regarding election of new committee members are treated differently, please speak to your Groups & Awards Officer about this.

Email requests have to be made by one of the group’s committee members. An example of an email that has been sent to the group membership can be found at the bottom of this form. Emails will normally be distributed within 2 working days of receipt.

If you have any queries regarding this form, please contact your Groups & Awards Officer or email groups@iop.org.

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| **Recipients** | *Group(s) you want the email to be sent to.* |
| **Subject line** | *Name of event, location and date e.g. CUWiP 2017, Oxford, 23-26 March* |
| **Content** | *Content of the email, outlining details of the event and how to register* |
| **URL(s) to be included** | *E.g. to the event registration site* |
| **Related link to group event calendar and the registration website** | *We recommend that you upload your event to the Group’s calendar and provide a link to the event registration site as this provides a place to direct people to and means that you do not need to include as much information in the email.(Please see guidance notes below).* |

**Guidance**

* We recommend that if you have more than one event to promote in a month that you combine the messages in the template provided.
* Messages regarding election of new committee members are the exception and can be sent out any time.
* Email requests have to be made by one of the group’s committee members.
* We recommend that you upload your event to the Group’s calendar and provide a link to the event registration site as this provides a place to direct people to and means that you do not need to include as much information in the email. To upload your event to the Group’s calendar please request this via [www.events.iop.org](http://www.events.iop.org). Please ask the member of your committee who has been authorised to use this system to place the request. If you are using either the full conference service or self-service provided by our Conferences team this should already be done for you.

If you have any queries regarding any of the above, please contact your Groups & Awards Officer or email [groups@iop.org](mailto:groups@iop.org)

