

## Section 6 – Communications

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## 6 Communications

### 6.1 Networks Newsletter

The monthly [Networks Newsletter](#), which highlights information from various RSC departments and Networks, is posted to MyRSC. Archives of past Newsletters are available.

### 6.2 Interest Group Newsletters

RSC staff members are not able to assist with the production of individual Interest Group Newsletters but can offer advice on design, printing and distribution. Interest Groups are encouraged to circulate their Newsletters by using their web pages on [www.rsc.org](http://www.rsc.org) and *via* MyRSC.

**Groups are reminded that third party advertising is not permitted *via* their Newsletters.**

Contact: [interestgroups@rsc.org](mailto:interestgroups@rsc.org)

### 6.3 Member Lists

Interest Group Committees can request a membership list of their Interest Group by emailing a request to [memsearch@rsc.org](mailto:memsearch@rsc.org). These will normally only be sent to the Group Secretary, who must be an RSC member. No charge is made for this. Data must be stored only on a password protected computer and must be deleted within 6 weeks of receipt to ensure as best as possible that the data is current. It is not possible to automatically notify Groups of new members.

Any data obtained from the RSC's main membership system is provided in accordance with the RSC registration under the Data Protection Act and in accordance with its directions as to its use (see Appendix G).

### 6.4 e-Alerts

e-Alerts can be sent to those members for whom the RSC holds a valid email address unless they have requested to not be contacted via email. The text of the message should be sent to [interestgroups@rsc.org](mailto:interestgroups@rsc.org).

A minimum of 5 working days should be allowed between the receipt of the request by the RSC and the deadline for dispatch of the e-alert. Each Interest Group may send up to two e-alerts per calendar month.

If you wish to publicise your event to other Networks, contact the Networks Team ([interestgroups@rsc.org](mailto:interestgroups@rsc.org)) to determine which RSC staff and membership groups should be targeted.

## 6.5 Stationery

### *RSC Headed Paper*

RSC headed paper is available to Interest Groups free of charge, which you can then overprint with your own Interest Group address details. To obtain headed paper please contact [interestgroups@rsc.org](mailto:interestgroups@rsc.org).

### *Address Labels*

If an Interest Group would like to post mail to its members directly, address labels may be ordered via [memsearch@rsc.org](mailto:memsearch@rsc.org). The labels will be sent to the Group Secretary, unless notified otherwise. It is possible to request a set of address labels for all members of your Interest Groups who cannot be contacted electronically.

**NB: Ideally all communication, including newsletters, should be sent electronically if possible.**

The labels must only be used for RSC business and they must not be passed to a third party (individual or organisation). If the labels remain unused, they must be destroyed after six weeks (as required by RSC Data Protection Compliance). You can, however, request new labels as frequently as you wish. The RSC can also recommend the use of an approved mailing house on request. All arrangements entered into will be between the Group and the mailing house.

### *Registered Charity Number*

It is the requirement of the Charity Commission that Interest Groups use the RSC Registered Charity Number on all RSC printed materials in the form:  
**Registered Charity Number 207890.**

There is a statutory requirement that the Groups use the RSC Registered Charity Number on their letter headed paper. In addition, Groups with their own VAT registration number should also include this on the paper. RSC paper for use by Groups is available on request ([interestgroups@rsc.org](mailto:interestgroups@rsc.org))

## 6.6 Printing RSC Material

In general, Interest Groups are expected to arrange and pay for their own printing locally, adhering to the RSC guidelines as stated in the information below.

RSC is the preferred abbreviated version of the Royal Society of Chemistry, not 'Society'. The RSC Logo is a registered trademark. Please remember to use the RSC logo correctly in your publicity material by reading the guidelines available on the web at [www.rsc.org/styleguide](http://www.rsc.org/styleguide). Click on Guidelines and then Basic Elements which takes you to how to use the logo. Transmission of the logo by email should be avoided as this often results in distortion of the image.

If you have any queries contact [interestgroups@rsc.org](mailto:interestgroups@rsc.org).

## 6.7 RSC Website

The main site for RSC information, providing access to products, services and activities offered by the RSC is [www.rsc.org](http://www.rsc.org).

Each Interest Group has its own web pages on [www.rsc.org](http://www.rsc.org) and these pages are the first port of call for people trying to find out about an Interest Group (such as teachers, journalists, scientists, policy makers). Members are encouraged to ensure their pages are kept up to date with items of interest added regularly. You can email information to be added or updated to [interestgroups@rsc.org](mailto:interestgroups@rsc.org).

An Interest Group may choose to have an external website; however, any external website **must** be linked to the RSC Interest Group web page. It is very important that the RSC page is kept up to date.

If you would like training on how to use your Group web pages please contact [interestgroups@rsc.org](mailto:interestgroups@rsc.org).

### **RSC Events Database**

The RSC Events Database is used to automatically populate the forthcoming events section of [www.rsc.org](http://www.rsc.org). In order to ensure that the information about meetings on the RSC web site is kept up to date, it is essential that organisers of Group meetings check that details are submitted to the database. Please use the online submission form at <http://www.rsc.org/ConferencesAndEvents>.

Please note the following when completing the form:

- All events organised and sponsored by Interest Groups are RSC Events and will be advertised in RSC News if the 'RSC Event' box is ticked.
- Events will only appear under the Interest Group's forthcoming events section on the website if the Interest Group is added as the event organiser.
- Non-RSC events may be entered into the Database to be included on the Interest Group's web pages but these will not be advertised in RSC News or Grapevine
- It is not necessary to fill in every field on the form

### **Guidelines for submitting an event or conference to the database:**

1<sup>st</sup> page

**Event Name:** Enter the name of the event

**Summary:** a short summary of the event can be entered here but please ensure that it is no longer than 150 characters

**Start Date:** Please select the date using the calendar provided

**End Date:** If it is a one day event, there is no need to select an end date.

**Start and Finish times:** May be selected

**Or if exact date is not known:** *Only* use this field if the exact date is not known  
Once a date has been decided you should amend the entry accordingly and put these fields back to Month / Year

**Event Subject and Type of Event** are picked up when people search for either on the search screen

**Is this an RSC Event?** Select Yes in order for these events to appear under your forthcoming events pages

**Enter the venue details:** Adding a post code will find the location on Google maps

On the following screen select your Interest Group. This field will ensure that your events appear on your forthcoming events page.

**Jointly organised with:** Enter details of joint organisers

**Sponsored by:** Enter the contact details of sponsors

**Upload booking form:** Programmes and booking forms can be uploaded on the next screen

**Risk Assessment Category:** Select the appropriate Risk Assessment colour for your event (see Section 9)

**Select the RSC Region the event is being held in:** This field will ensure events appear on the appropriate RSC Region forthcoming event page

**Additional Categories:** Only select those appropriate for the event.

Once the event has been added you will receive an automated e-mail response with a web link to the event entry in order that you may update it at any time. If the link is lost, e-mail [webmaster@rsc.org](mailto:webmaster@rsc.org) to request access.

If you have problems updating an event, please email [webmaster@rsc.org](mailto:webmaster@rsc.org) with the title and date of the event you wish to be amended.

## 6.8 MyRSC

In August 2009, the RSC launched MyRSC (<http://my.rsc.org>) a professional online networking tool. MyRSC enables people to connect with fellow scientists across the globe, find other chemists in the local area and share information about themselves and their work. Therefore, it is vital that Interest Groups engage and use MyRSC for promoting their Group and the RSC activities they organise.

### *Using MyRSC for Interest Groups*

Interest Groups can use MyRSC to interact with their members by creating a MyRSC Group. Each MyRSC Group has a calendar allowing events to be arranged and publicised through MyRSC. After the event it is possible to post photos and continue discussions via the group forum. It is also possible to upload files, videos or news articles which may be of interest to other group members. Committee members can be added as moderators to the MyRSC Group allowing them administrative control.

MyRSC Groups can also be used to conduct Interest Group committee business. By creating a 'closed' or 'hidden' MyRSC Group, an Interest Group Committee can post information and hold discussions in a manner that is not public. Using a MyRSC Group in this way avoids a flurry of group emails with bulky attachments. It could also go some way to reducing the number of physical committee meetings needed, thus saving costs and time.

### *The Member Networks Team on MyRSC*

The Networks Team uses MyRSC to interact with the RSC Networks. There are two MyRSC Groups which Interest Group Committee members may be invited to join:

- **RSC Interest Groups**

This MyRSC Group is intended for Honorary Officers on Interest Group Committees. The main aim of this group is to encourage a better flow of communication between RSC Staff and the RSC Interest Group committees. Useful forms, templates and presentations are available for the use of all Interest Groups. This MyRSC Group is hidden meaning you must be invited to join – contact [interestgroups@rsc.org](mailto:interestgroups@rsc.org) for further details.

- **RSC Treasurers Group**

This MyRSC Group is intended for Honorary Treasurers of all Interest Groups and Local Sections. The aim of this group is provide a forum to ask questions directly to the RSC Finance Department and also serve to highlight common problems. The *Guidelines for Treasurer* produced by the RSC Finance Department are available via this group.

NB: This MyRSC Group is hidden meaning you must be invited to join – contact [interestgroups@rsc.org](mailto:interestgroups@rsc.org) for further details.

### ***RSC Networks Blog***

The Networks Team has also started a [RSC Networks Blog](#) which aims to highlight the different activities carried out by the RSC Networks throughout the year. Blog posts are limited to 300 words but can include photos from the event meaning this is a fantastic opportunity to advertise your hard work to a wider audience. It will also be a great way of encouraging members of the site to visit your Local Section/Interest Group area on MyRSC where you can upload a full report and provide more information about your Network. A link to your Group's web pages may also be included. If you would like to add to the blog please email [networks@rsc.org](mailto:networks@rsc.org).

## **6.9 RSC News**

RSC News is produced monthly and circulated to all RSC members. All events submitted to the RSC Events database as RSC events are automatically included in the RSC News Diary. Depending on space available, it may be possible to have your event highlighted in RSC News. This presents an excellent opportunity for the Group to advertise and promote its activities to the RSC membership as a whole.

To request the possibility of including an article and photograph to appear in a forthcoming issue contact the RSC News Editor ([rscnews@rsc.org](mailto:rscnews@rsc.org)). As space is limited, it is best to contact the RSC News Editor for guidance on length or suitability before producing the article. The items should be kept as short as possible, up to a maximum of 250 words. The name, address and affiliation (e.g. Interest Group Secretary) of the person submitting must be supplied in all cases. Please also include a contact telephone number.

Please make contributions to RSC News that report on an event as soon after the event as possible. All contributions will be edited and unfortunately it is not possible to supply a proof to contributors. If the author is likely to be unavailable to answer questions, it is important to brief someone who may be able to advise in their absence.

For further information contact: [rscnews@rsc.org](mailto:rscnews@rsc.org)

## **RSC News Diary**

Entries for the Diary section are taken directly from the conferences and events database (see Section 6.7). Please enter the details in the events database approximately 2 months in advance to ensure the information is included in the edition of RSC News preceding your event. For example, events need to be submitted by 30<sup>th</sup> January to feature in the March edition. **Please do not send Diary entries directly to RSC News.**

### **6.10 RSC Grapevine**

RSC Grapevine is the regular email update available to all RSC members who have supplied an email address. As RSC Grapevine is aimed at promoting the latest news, items from Interest Groups that are more than 3 months ahead will not be included.

RSC sponsored/organised/co-organised events can be submitted by any RSC member. Please submit details to [rscgrapevine@rsc.org](mailto:rscgrapevine@rsc.org) as follows:

#### **TITLE OF EVENT**

Location

Date

Name of the Group organising/related to the event/meeting

A web link to a page with more information (this will often be the page on the Conferences and Events database)

NB: Entries must include a working web link

### **6.11 RSC Groups and Social Media**

Interest Groups can support their activities through social media (facebook, twitter etc) where appropriate if they wish. However, it is expected that all social media account operators take note that social media is beholden to RSC professional standards just as any other form of communication. As such, the standard RSC communication guidelines still apply, including correct usage of the RSC logo. For the full style guidelines see: [www.rsc.org/styleguide](http://www.rsc.org/styleguide).