Smithsonian-Wide Email Announcement Request

**Before completing this form you must FIRST save this form to your desktop using SAVE-AS. Then, open and complete the form.**

Smithsonian-wide email announcements may be requested where the content:

* Pertains to programs or functions of the Smithsonian Institution
* Is information needed by a **wide range** of Smithsonian staff

**Instructions:**

1. Confirm appropriateness to issue as an SI-wide announcement:

* If the announcement is for an event that is open to the public, it can be issued as an SI-wide announcement *only* if Smithsonian staff are eligible for a special feature, such as a discount or early registration. If the public event has no benefits exclusive to staff, the OCIO Help Desk will post it to the [Smithsonian-wide calendar of events](https://prism2.si.edu/NewsEvents/pages/weeklyevents.aspx) in lieu of an SI-wide announcement.
* Reminders of previously announced staff events will generally not be sent via SI-wide announcement.
* Information technology (IT) or telecommunications change announcement requests should be submitted by completing the [Change Announcement Request](http://prism2.si.edu/OCIO/ITSupportDocs/ChangeAnnounce.docx) form.
* If the announcement has legal implications, consult the Office of General Counsel.
* If the announcement is of obvious interest to the news media, obtain approval from the Office of Public Affairs.

1. After you complete this form online, save it to your computer or network directory, and then submit the form following the instructions described in Part IV.

**PART I – Requester’s Identification**

**Requester’s Name:** Mike Trizna **Unit Department:** OCIO

**Phone Number:** 202 - 633 - 0810 **Ext:**       **Email address:** triznam@si.edu

**PART II – Approval of Museum, Research Institute, or Office Directors**

Prior to submitting announcements to the OCIO Help Desk, requesters must obtain approval of the announcement from their organization’s director or of that person’s designee.

**Approving Official’s Name:** Beth Stern

**Approving Official’s Title:** Director, Research Computing

**Date of Approval:** 1/28/2020

**PART III – Public Event Special Features Available to Staff**

**Is this event open to the public?** **Yes**  **No**

**If yes, what special features are available for Smithsonian staff?**

**PART IV – Announcement Delivery Schedule**

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| **Request Type** | **Announcement will be sent…** | **Requester must…** |
| **Standard**  Most common | If announcement is submitted Monday-Friday before 3 PM, it will be sent between 8 and 9 PM that evening. | Send this request form to the OCIO Help Desk ([OCIOHelpDesk@si.edu](mailto:OCIOHelpDesk@si.edu)). |
| **Delayed**  Requester wants announcement to be sent on a specific date. | **Date to be Sent:** | Send this request form to the OCIO Help Desk ([[OCIOHelpDesk@si.edu](mailto:OCIOHelpDesk@si.edu)).](mailto:OCIOHelpDesk@si.edu) |
| **Expedited**  Announcement is time sensitive in nature. | Within 2 hours of receipt | 1. Send this request form to the OCIO Help Desk ([OCIOHelpDesk@si.edu](mailto:OCIOHelpDesk@si.edu)). 2. Call the OCIO Help Desk at 202-633-4000, option #1 to alert them to the request. |
| **Emergency**  Announcement involves an imminent and potentially dangerous staff safety issue. | As soon as possible | 1. Send this request form to the OCIO Help Desk ([OCIOHelpDesk@si.edu](mailto:OCIOHelpDesk@si.edu)) **and** AdminForAnnouncements ([AdminForAnnouncements@si.edu](mailto:AdminForAnnouncements@si.edu)). 2. Call the OCIO Help Desk at 202-633-4000, option #1 to alert them to the request. |

**PART V – Announcement to be issued:**

This section shows exactly how your SI-wide announcement will display. The fields correspond to those in an email message.

**Attachments:** Attachments **cannot** be included in Smithsonian-wide announcements because they may negatively impact the performance of the network. Information you want to convey must be included in the body of the message or referenced with a web link (URL).

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| **To:** | **SI-wide** (everyone with a Smithsonian network ID)  **Targeted:** If the announcement should only be sent to select staff members, **choose from either the “Geographical” or “Government Employee” distribution lists**.  Geographical:  National Capital Region[[1]](#footnote-2)  SAO – Primarily Boston, MA  Marine Station – Ft. Pierce, FL  SERC – Edgewater, MD  New York City (Cooper Hewitt, etc.)  STRI – Panama  NZP-SCBI – Front Royal, VA  Other[[2]](#footnote-3)  Government Employees:  Federal Staff  Federal and Trust Staff  Trust Staff |
| **Subject:** | **:** Quarterly SI Data Carpentry Workshop: Winter 2020 Edition |
| **Message Text:** Write the message exactly as it should be distributed in the space below. The space will expand as you type.  **\*\*Note:** If you want to include special formatting (hyperlinks, **bold**, *italics*, indenting, underlining, automatic bulleting or numbering, and such, these features are restricted in Word forms. Instead:   1. Create your message in an email using all the appropriate formatting. 2. In the <Type your message here…> section below, type “See email to which this form is attached.” 3. Be sure to complete the fields for <Name of person to contact>, and such. 4. Attach this form. 5. Send the email message with the attached form to the OCIO Help Desk ([[OCIOHelpDesk@si.edu](mailto:OCIOHelpDesk@si.edu)).](mailto:OCIOHelpDesk@si.edu) | |

See email to which this form is attached

For further information on this message, contact Mike Trizna, OCIO, x30810 (VoIP) or 202-633-0810 (non-VoIP), SI-DataScience@si.edu.

**PART VI – Helpful Hints**

* **Selecting a message type in your request.** The OCIO Help Desk will use it at the beginning of the subject line to make it easier for readers to quickly recognize types of messages. The exception is “N/A” in which a message type will not be specified.

|  |  |
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| **Message Type** | **Use when…** |
| Emergency | Announcing an imminent and potentially dangerous staff safety issue. |
| Event | Inviting staff to attend or participate in training, workshops, movies, blood drives, and such. |
| Facilities | Alerting staff to power outages and construction activities that may impact them. |
| IT Notice | Providing information about an information technology or telecommunications change, planned outage, or critical problem. |
| Policies | Announcing changes or issuing reminders about Institution policies. |
| Road Closures | Alerting staff to road closures. |
| Safety | Providing guidance concerning Smithsonian safety policies. |
| Security | Providing guidance concerning Smithsonian security, Homeland Security levels, and other security related news. |
| Training | Announcing training session availability and/or changes to scheduled training courses. |
| Transportation | Alerting staff to parking changes and shuttle schedules. |
| Correction | Correcting the information provided in a previous Smithsonian-wide announcement. |
| N/A | An announcement does not fit one of the above message types. This message type list will be expanded to include other message types observed to be sent on a regular basis.  Please note that the responder to your request will not insert the word “N/A” before your subject line text. |

**Writing Your Announcement**

* **Know your audience.** Smithsonian-wide announcements by their nature are sent to a wide audience. It is very important that the message be written clearly. This is especially important if the message is technical in nature. Avoid the use of acronyms or terms in your message that may not be understood by everyone in the Smithsonian.
* **Make it easy to scan.** People receive a lot of email and quite often do not read an entire email message. Make it easier for your readers by using short sentences and short paragraphs to make the key points stand out.
* **Use formatting to increase readability.** As in any document, using heading styles, bullets, and indents can help the reader understand the content.
* **Get to the point quickly.** Briefly state the key facts in the first paragraph such as “what,” “when,” and, if appropriate, answer the question “How does this affect me?” Then provide additional details in the following paragraphs. For instance, newspaper articles generally provide a synopsis in the first paragraph followed by additional details. Do the same with your message.

1. National Capital Region includes all DC, MD, and VA staff except those at NZP-Conservation Biology Institute and SERC. [↑](#footnote-ref-2)
2. Other covers Smithsonian staff working outside of Smithsonian facilities. [↑](#footnote-ref-3)