

Memo for Information

1 Formalities

1.1 Purpose

The purpose of this memo is to regulate the chapter's official channels for information as well as the chapter's practices regarding information.

1.2 History

Created: 2008-12-11

Last revision: 2013-02-18

2 Official channels for information

- The chapter's website, <http://www.insektionen.se>
- Programme mailing listst

3 Practices for information

- A sender's signature shall make it clear who they are. The format of the recommended signature can be found at <http://www.insektionen.se/mailinfo>.
- Information aimed at all members shall be available in both english and swedish.
- All trustees with a mail account for their position shall in all correspondence regarding the chapter's activities use this mail account.

4 Rules for use of programme mailing lists

- In the subject it shall be clear that the mail refers to chapter activities. For example by including IN-Sektionen in the title according to the format "IN-Sektionen | *".