**Request to send email to group, branches membership**

Committees should communicate regularly with their members. Your Member Networks Support Officer is able to promote group or branch events, calls for nominations for group prizes and other events of interest to the wider membership. Emails regarding election of new committee members are treated differently, please speak to your Member Networks Support Officer about this.

Email requests have to be made by a committee member. 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 3-5 working days of receipt.

If you have any queries regarding this form, please contact your Member Networks Support Officer

or email groups@iop.org or branches@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 are coordinated centrally, please speak to your Member Networks Support Officer about this.
* Email requests have to be made by one of the group’s committee members.
* If you are using either the full conference service or self-service provided by the [IOP Conferences](https://www.iop.org/physics-community/iop-conferences) team, emails for the event will be generated by IOP Conferences.

If you have any queries regarding any of the above, please contact your Member Networks Support Officer or email groups@iop.org or branches@iop.org.

