MedFlash - Faculty of Medicine's Internal E-newsletter

What's included in MedFlash emails?
- High-level updates or news that pertain to the **majority of one or more** of the Faculty of Medicine's (FoM) internal audiences. Some examples include changes to University/Faculty policies or procedures; strategic office updates; departmental news and successes etc. What to include is at the discretion of the Marketing and Communications Office (MarCom).
- Large-scale FoM events that are of interest to the majority of internal audiences, are tied to FoM strategic priorities, and sponsored by the FoM's Executive Leadership Team.

Who are the Faculty of Medicine's internal audiences?
We have mass contact lists for the following groups:
- FoM faculty members
- FoM staff
- Medical students (UGME)
- Medical residents (PGME)
- Students in the Translational Molecular Medicine (TMM) program
- Graduate students, including in the Master's and Doctoral programs
- Postdoctoral fellows
- Students in the Doctor of Pharmacy (PharmD) program

What's not included in MedFlash emails?
- Clinical medical education and related courses or conferences
- Arrival or departure announcements for staff or faculty. These are the responsibility of the employee's direct manager and should only be sent to those immediately affected.
- Student emails. Exceptions must be approved by MarCom as well as the vice-dean or manager of the specific educational program.
- Job postings, whether internal or external (excluding FoM leadership positions).
- Messages of a personal or commercial nature: If the email does not contravene the University and the Faculty's values and mission, staff are encouraged to create their own targeted distribution lists.
- Messages targeting specific subsets of internal audiences – these should be sent by the respective program or office
- Messages that should not be shared with the broader internal audience

SUBMISSION REQUEST FORM

If you wish to have a message included in the MedFlash newsletter, please send the information below to medmarcom@uottawa.ca using the subject line "Listserv Request: MedFlash.

- MedFlash is sent on the first and third Thursday of each month. Your content must be submitted using this form by the preceding Friday, or preferably sooner.
- Content must be clear, concise, unformatted and sent to MarCom in French and English, having undergone professional-level translation.
- MarCom is **not** responsible for editing or translating listserv content. However, MarCom may make edits to ensure brevity and clarity.
- Graphics and attachments will not be included in the listserv. If your content already resides on a webpage, such as your unit's website, MarCom can link to this page. It is up to the submitting office to ensure that all content provided meets accessibility standards. For help ensuring your content is accessible, please contact Kyle Leon (kyle.leon@uottawa.ca).
- For better user experience, please keep your message to **under 150 words**.
- Please direct any questions you may have about the MarCom listservs to medmarcom@uottawa.ca.

_____

Requestor Details:

Your name:
Department / service / office:
Email address:
Phone number (cell if working from home):

Do you have your supervisor's approval for this request?

Ideally, during what week do you wish for your message to be sent? (note that these listservs are normally sent on the first and third Thursday of the month)

ENGLISH MESSAGE CONTENT:

Message title:

Message (max. 150 words):

FRENCH MESSAGE CONTENT:

Message title:

Message (max. 150 words):

EVENTS:

If your request is to promote an event, please fill out below.
Would you also like it included on the Faculty of Medicine's Event page
(https://med.uottawa.ca/en/news/events)? (Y/N) _____

ENGLISH:

Event name:
Description:
Date:
Start and end times:
Target audience:
Location:
Link to registration or website with more information (optional):

FRENCH:

Event name:
Description:
Date:
Start and end times:
Target audience:
Location:
Link to registration or website with more information (optional)