



18.02.2023

Servas Distributing Team - Distributing event's Information Procedure

Opening

Recently and gladly a large number of events and meetings are being held worldwide, and for each one of them there is a request to publish and tell all members about them.

That creates quite a long list of announcements, which create a real load for National Groups leaders, asking them to forward each event's informing to their members.

And at the same time, as a result of it, many members feel that they are being flooded with too many emails as well.

To avoid the above, a procedure has been made in 2019, and is being shared again now for all to know.

Procedure stages

Stage	Activity	Responsibility	To Address	Notes
A	Composing event invitation	Organizer	-----	In Word format
B	Sending it to SI Vice President	Organizer	vicepresident@servas.org	Not later than 20 th of the month
C-a	Content review and check	Vice President	Organizer email	In case of missing / wrong info
C-b	Adding missing info and corrections	Organizer	vicepresident@servas.org	In case of need
D	Event's upload on Servas web site	Vice President	-----	https://www.servas.org/en/events
E	Sending monthly events info to all National Groups, asking them to forward it to all their members	Distributing Team	To all country@servas.org and Servas Int. key persons	On the 1st of each month

Notes

- In case of an update needed, it will be shown on the event's web page at <https://www.servas.org/en/events> and will not be resend again via an email.
- National Groups leaders are expected to send the monthly event's list to all their group members.

Thank you for your cooperation and help

Carla Kristensen, Servas International Vice President

Servas International Distribution Team