

Hello everyone,

Due to increased usage of IFSA world yahoo group, I am compiling a brief *How To Use IFSA World Efficiently* Guide. Whilst it is great that everyone wants to use the IFSA world yahoo group, it is important to limit the use of spam, especially when there are other forms of communication that might be more effective. Please take a few moments to read the following guideline.

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## How to Use IFSA World Efficiently

When sending emails to IFSA World:

- State [in brackets] the main objective of the email and then its content in the subject line. Abbreviations that should be used are: [NEWS] for Newsletters and [REQ] for requesting people to do something. For example: **[NEWS]: EFI latest Newsletter**.
- If the email is urgent, write [URGENT] after the tag in the bracket. For example: **[REQ] [URGENT]: Survey for GAPFE**.
- Remember to consider if the information can be uploaded and distributed on the IFSA forum ([www.ifsa.net/forum](http://www.ifsa.net/forum)) instead of IFSA World. This is often a better place to discuss IFSA information, especially when asking questions. For example a question about IFSA Regional Meetings is best asked in the forum.
- Give a brief description of the most important information at the start of the email. Like a newspaper article, most will not have the time to read the whole email and will only read the first few lines.

When announcing information on up-coming events:

- IFSA7 have started an **IFSA Event Newsletter** to try channel the important event information that is circulated through IFSA world.
- If there is any information about upcoming events, remember to upload this to the appropriate page in the IFSA forum and also email it to the VP, ([vice\\_president@ifsa.net](mailto:vice_president@ifsa.net)) so that it can be included in the next Event Newsletter.
- However if the information about upcoming events is URGENT and is required to be sent via IFSA World, write [URGENT] in the subject line and this will be dealt with as appropriate.

Welcome your email for more detail information about IFSAworld yahoogroup to IFSA Vice President!

Cheers,

Ping-Lian Wu