



## Policy for distribution of information

### Channels of communication

All the information from the student body shall be available in three places:

- Our website [www.i-chalmers.se](http://www.i-chalmers.se)
- The Facebook-page "Teknologsektionen Industriell Ekonomi"
- The weekly Wednesday email, "Onsdagsmailet"

On Facebook all communication related to the student body of Industrial Engineering and Management (mentioned below as "the student body") takes place through the page Teknologsektionen Industriell Ekonomi, as well the Facebook-pages belonging to and marketing the student body's committees.

In addition to the channels mentioned above information related to the student body is published in the following places:

- On Facebook-pages belonging to and marketing the student body's committees.
- The Facebook-group for all members of the student body, I-sektionen Chalmers.
- Class-specific Facebook-groups.
- The notice-board

### Administration and responsibilities

All information published by the committees and bodies of the student body shall adhere to the guidelines of the Student Union. The different bodies of the student body are given the liberty to themselves be responsible for their communication on social media, such as Facebook-pages, websites etc. The board of the student body is always outmost responsible for all communication. All members of the student body in general, and students active in its committees in particular, have a responsibility to understand the guidelines of the student union, the student body and what they mean, as well as following them.

As administrator one is responsible for ensuring that this policy and the above mentioned values are followed. The weekly email, the website [www.i-chalmers.se](http://www.i-chalmers.se), the group I-sektionen Chalmers and the Facebook-page Teknologsektionen Industriell Ekonomi are administered by the board of the student body. The class-specific groups are started and initially administered by iNollK, with at least one (1) administrator from the board. Regardless if it is a Facebook-group, website or Facebook-page it shall be made clear who administers and where questions regarding it can be directed. For example; "This website is



run by the Manager of Communications in the board of the student body Teknologsektionen Industriell Ekonomi - [info@itek.chalmers.se](mailto:info@itek.chalmers.se)”

## The Facebook-group I-sektionen Chalmers

The Facebook-group I-sektionen Chalmers is for all members of the student body. The purpose of the group is internal distribution of information, where the entire student body is concerned.

### About membership

- All members of the student body should be members of the group I-sektionen Chalmers.
- It is recommended that information about this group reaches the new freshmen, Nollan, through the information booklet they receive, Nollmodulen. Additionally, it is good if all sponsors of the new freshmen, phaddrar, sometime during the reception encourage their freshmen to join the group in order to take part of information and reminders of events at the student body.

### About use

- **Reminders** of events that benefit the entire student body. For greatest effect one should wait with reminding until a few days after it is initially posted.
- **Personal** messages such as rental of apartments or questions regarding the education.
- **Sharing** events that are not arranged by the student body but might benefit all its members. This is done once.

## The Facebook-page Teknologsektionen Industriell Ekonomi

The purpose of the Facebook-page Teknologsektionen Industriell Ekonomi is to:

- 1) Act as a gathering site for the information published on the various Facebook-pages of the student body's committees and associations.
- 2) Act as a marketing channel towards external parties.

### About use

- To publish information of public interest, even **outside the student body**. Mainly:
  - Facebook-events related to the student body (shared from the arranging committee's own Facebook-page)
  - Photo albums related to the student body, shared from i-Bild's Facebook-page.
  - Awards and/or news related to the student body (for example the Adecco CEO-story, victory at Roddhelgen etc.)



## Committee-specific distribution of information

Each individual committee shall distribute information concerning their operations in a way that is in-line with this policy.

- Committee-specifik Facebook-page (for example SNI, iQriren and others)
- Website (for example qq7.se)
- Email send-outs through the student body mailing list

## Class-specific groups

### Members

- Members should only be members of the class at hand.
- Exceptions from the above rule can be made:
  - During the freshmen reception when committees need to post information regarding year 1 specifically.
- To make sure the policy is followed a member of the board of the student body shall be administrator in all the class-specific groups, at least initially until the routines of the policy are well implemented.

### Use

- Messages and questions directed to the specific class (for example information regarding the schedule of the freshmen reception, questions about scheduling changes, questions regarding tests and exams etc.). Observe below!
- The class-specific groups shall not contain events, reminders of events or anything else within the use of the group I-sektionen Chalmers.

## The notice-board

**The notice-boards referred to in this document are no longer present.**

## Distribution of information in English

This concerns the distribution from all bodies of the section body such as the board, the committees and project groups. All members of the student body are encompassed by the Student Union's guidelines for communication in English, and the student body's guidelines shall be seen as a complement to them. The Student Union's guidelines are available in the unions document archive and all bodies of the student body should understand its' content and meaning.



### Distribution av general information

Information targeted towards the members of the student body as well as information targeted solely at master students shall be in both Swedish and English (or just English) in all the communication channels where it is posted.

### The general assembly

Information about the general assembly shall, in addition to the ordinary summons and agenda, contain summons in English with a summary of the agenda. After the general assembly a summary in English of the decisions made shall be made available to the members of the student body. This summary shall include at least short summaries of, and decisions regarding, pleadings, motions, bills (propositions) and elections. The board is tasked with assuring the above.

### PR material regarding events and arrangements

In the marketing and promotion of events targeted towards the members of the student body and hosted by any of the student body's committees all information necessary to understand and take part in the event shall be available in both Swedish and English (or just English). It should also be made clear in the description of the event if the spoken language will be Swedish or English.

*Johan Andersson, Kommunikatör*

*2015*

**Translation: Martin Marklund, 2016-09-20**