

# **Guidelines for Submitting Information to the CIIMAR Newsletter**

## **1. Introduction**

Members must complete the following guidelines to submit information to the different sections of the CIIMAR newsletter. This ensures that all necessary information is provided for proper dissemination on the newsletter.

## **2. Newsletter Contents**

The newsletter has the following contents:

- Highlight (News Highlight)
- CIIMAR News (Latest Website News)
- Fresh Off The Press (Press Office Highlights)
- News Waves In Science (Recent Publications)
- Funding Opportunities
- From Ideas To Business
- Events To Dive Into (Events Organized By CIIMAR)
- Level Up Your Skills (Training Opportunities)
- Catch Up With CMIAS (Events At CMIAS Matosinhos And Vila Do Conde)
- Look Who's New
- Join The CIIMAR Crew (Job Opportunities)
- Prizes And Honours (Awards Attributed To CIIMAR Members)
- Catch The Current
- Congratulations on Your PhD (Latest Phd Conclusions)
- What's New Out There (Interesting Initiatives Outside CIIMAR)
- Smooth Sailing: Safety First (Safe Lab Tips)

Not all the editions of the newsletter will content all the sections above. Each section will be added when new information is available.

## **3. Timeline**

The newsletter is sent out weekly on Fridays. In order to get your information in the weekly Newsletter, you must send it through the online forms by 23h59 of the Tuesday before the weekly newsletter is sent. Information submitted after this deadline will only be considered for the following edition.

## **4. Newsletter Forms**

In order to get your information in the weekly Newsletter, you must send it through the online forms or contact the CIIMAR office responsible for managing this information.

There are 3 forms available to the CIIMAR community directly to submit information for the newsletter sections: "Prizes and Honours", "Congratulations on your PhD!", "What's new out there?" and "Catch the current!". Each section

and the corresponding information to be submitted in the form is fully explained in the following parts of this document. Please read them before submitting information.

Other sections of the newsletter are based on the information introduced in the website or are managed by the Image, Communication and Outreach Office or other CIIMAR main offices.

#### **5. Section “Funding Opportunities”**

This section aims to collect and highlight funding calls of interest to the CIIMAR community and is under the responsibility of the R&I Strategy and Funding Office. Please note that, this section is exclusive for internal communication, only shared with the CIIMAR community.

If you want to submit information for this section of the newsletter please contact the [R&I Strategy and Funding Office](#).

#### **6. Section “From Ideas to Business”**

This section aims to collect and highlight programs related with Tech Transfer of interest to the CIIMAR community and is under the responsibility of the Tech Transfer Office Office. Please note that, this section is exclusive for internal communication, only shared with the CIIMAR community.

If you want to submit information for this section of the newsletter please contact the [Tech Transfer Office Office](#).

#### **7. Events to dive into**

This section aims to highlight upcoming events organized by CIIMAR. This section is under responsibility of the Image, Communication and Outreach Office and is directly powered by the information in the website.

If you want to submit information for event dissemination, follow the guidelines within this [document](#).

#### **8. Level up your skills**

This section aims to collect and highlight training opportunities of interest to the CIIMAR community and is under the responsibility of the Training and Career Office.

If you want to submit information for this section of the newsletter please contact the [Training and Career Office](#).

#### **9. Section “Prizes and Honours”**

This section aims to collect information about prizes attributed to CIIMAR, its members and teams that target the context of their scientific work. Examples

are excellence in funding (for very competitive funding attributions); congress and conferences prizes; technological transfer programs; scientific contests; etc.

You can find the online form for this section at:

<https://www.cognitoforms.com/CIIMARTerminalCruzeirosLeixões/NewsletterPrizesAndHonours>

The form asks for the following information:

- **Prize Name:** Prize name. Please avoid acronyms alone and provide the full name of the Prize.
- **Date:** The date of the announcement/ prize attribution.
- **Name of the Awardee:** First and last name. If there are several names in a team, please separate them with a comma (,).
- **Context in which was given:** Please indicate the context in which the prize was awarded (conference, event, institution, etc).
- **Photo:** Please submit a horizontal photo in the JPEG format and smaller than 2MB. If you need help to resize, cut or reformat your photo use free online tools as: <https://www.iloveimg.com>
- **Disclaimer:** Please check the box if the information is true. If not, please consider uploading a different photo.
- **Your email:** Please submit your email so that we are able to contact you for further information if needed.

## 10. Section “Congratulations on your PhD!”

This section aims to collect information about the conclusion of a PhD by a CIIMAR member.

You can find the online form for this section at:

<https://www.cognitoforms.com/CIIMARTerminalCruzeirosLeixões/NewsletterCongratulationsOnYourPhD>

The form asks for the following information:

- **Name:** Member name.
- **Date:** The date of the PhD exams.
- **Title of the Thesis:** Full title of the PhD Thesis.
- **Photo:** Please submit a horizontal photo in the JPEG format and smaller than 2MB. If you need help to resize, cut or reformat your photo use free online tools as: <https://www.iloveimg.com>
- **Disclaimer:** Please check the box if the information is true. If not, please consider uploading a different photo.
- **Your email:** Please submit your email so that we are able to contact you for further information if needed.

## 11. Catch the current!

This section aims to collect information about CIIMAR presence in several events. To submit information to this section please use the online form: <https://www.cognitofrms.com/CIIMARTerminalCruzeirosLeixões/NewsletterCatchTheCurrent>

## 12. Section “Catch up with CMIAs”

This section aims to collect information about events, workshops or other initiatives that are organized by CMIA Matosinhos and CMIA Vila do Conde. Note that the form must be filled out in ENGLISH.

You can find the online form for this section at: <https://www.cognitofrms.com/CIIMARTerminalCruzeirosLeixões/NewsletterCatchUpWithCMIAs>

The form asks for the following information:

- **Name of the event:** Title of the event, course, initiative.
- **Type of event:** Please select on the dropdown menu. If none of the categories apply please add one in “other”.
- **Date and time:** date and times of the event.
- **Location:** provide information about the location of the event.
- **Link:** provide the link for more information about this initiative.
- **Your email:** Please submit your email so that we are able to contact you for further information if needed.
- **Description of the event:** please provide some details about this event.

## 13. Section “What is new out there?”

This section aims to collect information about other events, workshops or other initiatives that are not organized by CIIMAR or involve its partnership but that might be of the interest of its community. Please note that you can send this information by email using the [community@listas.ciimar.up.pt](mailto:community@listas.ciimar.up.pt) mailing list. However, if you do wish to view a specific initiative featured in the newsletter you must submit the information through the online form.

You can find the online form for this section at: <https://www.cognitofrms.com/CIIMARTerminalCruzeirosLeixões/NewsletterWhatsNewOutThere>

The form asks for the following information:

- **Title:** Title of the event, course, initiative.
- **Type of event:** Please select on the dropdown menu. If none of the categories apply please add one in “other”.
- **Link:** provide the link for more information about this initiative.

- **Your email:** Please submit your email so that we are able to contact you for further information if needed.

#### **14. Final Notes**

If you would like to submit content to a different section of the newsletter, that is not specified in these guidelines, please contact the Image, Communication and Outreach Office.

The Image, Communication & Outreach Office reserves the right to edit or adjust the submitted information to ensure clarity, consistency, and alignment with CIIMAR's communication standards.