A7 = B6 EDI and UU communication: Newsletters, UU agenda and other channels.

Communication via the EDI Office

Having a connection and communication with the EDI Office is important for the effectiveness of a diversity network. The EDI Office can help with the promotion of news and activities within Utrecht University. Besides this, you can also use your own channels as a network, such as the network's own website and social media.

Communication Channels

Within Utrecht University, there are various possibilities for communication. Some examples are:

- **EDI Newsletter.** The EDI Newsletter is sent to UU students and staff members interested in EDI once every quarter. Promoting an activity or important news can be included in this, provided there is a page with more information to link to.
- **Faculty / department newsletters.** For additional promotion within the faculties and departments. The sending dates vary from newsletter to newsletter.
- **Agenda item on a student website, uu.nl and the intranet.** For activities, it is useful to make an agenda item so staff members and/or students are informed in a timely manner and can make space for them in their schedules. This can be done throughout the entire year.
- **News item on uu.nl and the intranet.** Is there news, such as the founding of a new network? If there is, this can be published as a news item on uu.nl and/or the intranet. This can be done throughout the entire year.

Contact in a timely manner

Do you have any news or an activity you want to bring to people's attention? If you do, inform the Diversity Network Coordinator of this as soon as possible for communication planning and available time. The coordinator coordinates the possibilities with the Communication Team. The specific use of communication resources will be determined separately for each subject.

For the purpose of considering the communication possibilities, the Communication Team would like the following information:

What is it? News or activity?	What kind of news or what kind of activity?
Who is it meant for?	Staff members and/or students?
Which category?	Nice to know, should know or need to know?
More information and/or application	Include more background information and any links to previously published items. For an activity: include the date, time, location and information on how to apply.
When to publish?	Until when is it relevant?
Are there an image available?	Yes (include it) or no
Is there an English translation available?	Yes (include it) or no