

## **IGS Communications Policy**

*Last Updated February 8, 2017*

In order to have documents (case studies or news items) and links to conferences which are not run under the auspices of the IGS, there is a need to vet/approve these items prior to their inclusion on the IGS web page. The aim of this document is to provide those submitting applications a self check process and allows the IGS to provide a comprehensive and unbiased vetting procedure. To establish the standards for acceptable use of the IGS's information & communication technology.

### **Objectives**

To ensure that applicants wishing to publish information on the IGS web site:

- are aware of their responsibilities in respect of their submission
- comply with the IGS Code of Ethics
- do so for approved IGS activities
- are respectful towards others
- do not adversely affect the IGS interests
- do not bring the IGS into disrepute
- do not advertise or promote a company or related news

### **Approval processes**

Step 1: Policy documents must be submitted for approval to the IGS Secretary, for initial processing

Step 2: The document will then be passed on to the IGS Communications *subcommittee for publication* for a final decision to be made.

Step 3: The applicant will be informed of the required changes in order to allow the publication of the document.

Step 4: The information will be uploaded to the web site once the changes have been made.

### **Document assessment**

1. Are documents are presented in the relevant templates?
  - a. If not return with the standard application form attached
2. If document is submitted on the standard form however
  - a. requires major changes, the applicant will be given the opportunity to make changes. The applicant will make the required changes in Word format with track changes showing, and re-submit the document to the IGS secretary.

- b. requires minor changes required, the subcommittee can make the recommendations, in Word format with track changes showing the suggested changes, and forward the document to the applicant
3. If the document has been resubmitted with changes, the Secretary/subcommittee for publication will confirm changes have been made.

### **The Publication Subcommittee**

The committee shall be made up of five (5) members, at least three (3) of which will be required to approve the document prior to the document to being published. Ideally the committee should be made up of members from a diverse range of interests, namely Academic, consulting, installation, CQA etc

If one of the committee members happens to be a competitor of the applicant they can comment on the application but not veto the publication of the document. In many cases the review by a competitor will be valuable test of the suitability of the content of the application, however any objections must be substantiated.

The committee will respond to an application within 2 weeks of receiving the application.

### **Editorial Guidelines**

Ensure that articles are written in a professional technical style, and avoid flattering commendation – especially when used for promotional purposes. The IGS Publication Subcommittee will edit out any such content.

There should be no product or company name in the title of the article. However, product, company or system names may be used and their benefits described in the text however the number of times these names can be used will be limited

Comparisons which purport to illustrate that a given organisation, product or type of product is superior to others on the market will be returned to the submitter for modification.

Articles that present design or test methods that are related to only one product will not be acceptable.

If an article includes images, please send these separately as high-resolution JPG or GIF images, as well as including the images in the document to show preferred placement. Any images submitted without captions will not be used.

Submissions are required in MS Word format.

### Application Approval Check List

#### 1. Advertising an Event or News

	Yes	No
Does the event or news have geosynthetic content		
Does the content encourage the use of geosynthetics		
Is the event or news commercially related to a product, company or individual		
Is the event on the same date of a IGS event		
Is the applicant a Chapter of IGS		
Is the applicant a partner organization of FedIGS, ASTM, ISO, ICID, CEN		
If no to the above can the applicant show previous history of running a similar event or news		
Are the aims of the conference/seminar aligned with the IGS objects and ethics		

#### Recommendation

.....	Accept without change	....	Accept after minor revision
.....	Reassess after extensive revision	....	Reject (Give reasons below)

2. Case Study for IGS News Item

	Yes	No
Is the applicant a corporate member of the IGS?		
Is the applicant a partner organization of FedIGS, ASTM, ISO, ICID, CEN		
Does the submission have a geosynthetic theme?		
Does the content encourage the appropriate use of geosynthetics?		
Is the content aligned with the IGS objects and ethics?		
Is the title appropriate? It should not include Company or Product names		
Is the word count within the maximum word limit of 800 words		
Is the submission in the IGS style? (refer to case study template)		
Does the Trade name of any product or company appear more than 3 times in the body		
Is the quality of the figures/images acceptable? (maximum 3)		
Can the claims be substantiated? Provide reference documents		

Recommendation

- |       |                                   |      |                             |
|-------|-----------------------------------|------|-----------------------------|
| ..... | Accept without change             | .... | Accept after minor revision |
| ..... | Reassess after extensive revision | .... | Reject (Give reasons below) |