

# Design of the ACGT Newsletter

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#### ABSTRACT:

This deliverable describes the goals and the purposes of the ACGT newsletter

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# **1 INTRODUCTION**

As ACGT is a significant European project, the newsletter was thought to be one very costeffective tool to support the dissemination. It is of high importance to well communicate the project initiatives and activities. Indeed communication seems to be the only way to open the people to the project and to give the possibility to participate or to share this vision.

All the ACGT team appears very conscious of that opinion, and also that communication is one of the essential pillars to support the achievement of the final objective: find a new weapon to fight cancer. To this end, the ACGT consortium has decided to create its own newsletter that can be available on the web, which means also available to a wide range of public.

Thanks to the collaboration of all the ACGT partners, the internal communication will serve to enrich the newsletter content with articles, photographs but also with event announcements related to the new technologies use and to medical research. All these information might be of high interest for external people, like physicians, researchers or medical professionals. This great tool will then make available any information regarding the ACGT project and make the entire medical and scientific communities aware about its advances.

### 2 What is a newsletter?

A newsletter is a regularly distributed publication generally about one main topic that is of interest to its subscribers. It provides special information, advice, opinions, and forecasts for defined audience. It provides high impacts on targeted groups and is a cost-effective tool.

#### 2.1 The newsletter purposes

The ACGT newsletter will be produced quarterly and will pass the main messages to the target communities.

A central mailing list has recently been set up for people wishing to hear more about ACGT.

The people targeted will be mainly informed about ACGT advances and progresses. The newsletter has got however also the purpose to let the people aware of conferences and major events organised by the ACGT consortium or even actions and success stories related to the ACGT activities.

#### 2.2 Goals

The newsletter will be sent to all the targeted communities. Varied articles will be mainly targeted to clinicians and healthcare professionals, but also to the targets already specified in the D15.2 (Medical professionals and researchers involved in translational research, Patients and patient associations, Bioinformaticians and other IT system developers, Pharmaceutical companies and other industry, Relevant national or international initiatives and General public)

#### 2.3 The partners

The WP15 partners are expected to keep a record of all contacts and inform HealthGrid of these individuals for the dissemination reports and for the mailing list for newsletter and press release.

WP15 partners provide HealthGrid with the relevant e-mail addresses so that they can be contacted centrally (<u>newsletter@eu-acgt.org</u>).

### **3 Creation of the newsletter**

#### 3.1 Design

The newsletter will follow the template of the ACGT website and will follow also a whole chart respecting the nameplate, masthead, headlines, departments, charts and graphics, art, photographs and colours. That means to say everything regarding the design style and especially the font, the sizing, the typesetting and the colours. In this way, ACGT will pay attention on the design which is as important as the articles.

#### 3.1.1 The text

Moreover, the newsletter will be constituted of HTML texts, completed by hypertexts; and for good purposes, it will use links extensively, tables of content and hierarchical elements.

All the newsletters are going to be published on the website on a "pdf" format so that every one can read it.

#### 3.1.2 The colours

The ACGT logo dominant colours (blue and green) were taken in order to create the newsletter template.

#### 3.2 Template

#### 3.2.1 General menu

The menu on the left side will announce the titles of the articles that will be added according to their quantity.

The text and the menus can be modified according to the wishes of the Editorial Board or other members of ACGT.

#### 3.2.2 Menu titles

On the left side or left column, we will first announce with titles the most important news or articles in the newsletter thanks to bullets, called "In this issue".

Secondly, there will be a summary of the main articles or at least the other news available on the website. This part is called "In other news".

#### 3.2.3 Articles

Each article is illustrated by a photograph trying to show the best the news purposes. The articles will be composed by mainly the Editorial Board established especially for the newsletter publications (see 3.5.4). It will look for news and other medical and technological progresses.

The articles will report the news and will talk about new discoveries, advances in research and other interesting events for the project development.

#### 3.2.4 Notes

On the top and on the back, there are some notes that indicate how to get access to the newsletter if ever the visitor meets problem to log on.

In the back right corner, the visitor can find the ACGT project e-mail contact and the internet address.

#### 3.3 Newsletter articles

#### 3.3.1 Periodicity

The periodicity of the newsletter production has been decided to be done every three months. Subscribed people will then receive by mail a quarterly newsletter and then get regular news about advances in biomedical research.

One other reason to have settled on launching every three months a newsletter is that researches and projects may need time to improve and to develop.

#### 3.3.2 Topics

Same topics will appear on a regular basis in each newsletter edition, notably articles in regards with clinical trials, grid news or legal and ethical issues for example.

Here is the list of themes which articles will always be renewed in newsletters:

- Clinical Trials,
- Grid news,
- Products and Services,
- Feature Article,
- Community view,
- Legal and Ethical issues,
- Events,
- Life in ACGT,
- ACGT people.
- and of course, the Editorial at the beginning of each edition.

#### **3.4 Newsletter improvements**

The versions attached in appendix are the first ones of the ACGT newsletter templates. They will be modified in the future and will follow the demands of the interested people, to whom the newsletter will be addressed and sent to.

#### 3.4.1 Versions

Two versions will be online: one "pdf" version for download and a printable one, so that the project can reach as many people as possible.

In these versions, the way to find more information about a specific topic has been improved thanks to easy accessibility and usability.

#### 3.4.2 Opening to other projects

One part of the newsletter has been held for a parallel project that will be developed in the forthcoming future.

#### 3.5 How to get access to the newsletter

#### 3.5.1 Newsletter subscription procedure

The newsletter subscription procedure starts with clicking on the "Newsletter" button in the left menu and by filling in personal data, notably name and e-mail address, into the appropriate boxes in the left bottom corner.

Advancing Clinico Genomic Tria	is on Cancer			<ul> <li>Kember area</li> <li>ACGT &amp; Newsletter</li> <li>Print this page</li> </ul>
Search	Latest version		Search in all newsletters	
> ACGT for you! > Project objectives	November 2007	online latest version Browse articles pdf file	Search Please enter a searchword.	
>Documents >Jein us >FAQ search	Older version			
> Newsletter > contact	November 2007	online latest version Browse articles pdf file		
<ul> <li>international collab.</li> <li>Newsletter Subscription Your name:</li> </ul>	November 2007	online latest version Browse articles pdf file		
Email: HTHL emails?	November 2007	online latest version Browse articles pdf file		

Then, the interested people are registered to the ACGT mailing list in order to receive the quarterly newsletter. An e-mail including three important links is then immediately sent from the ACGT webmaster administrator to the new subscriber mailbox.

• The first link is important because, it confirms that the subscription was approved after having clicked on it.

	Trials on Cancer	⊗ AC ⊗ Print this pa
Search	Subscribe to our newslet	ter
	Your subscription was approved	
ACGT for you!		
Project objectives	Name: Aurélie Fouré Email: aurélie.foure@healthqrid.org	
Documents	email: aureile.roure@nealtngrid.org	
> Join us		
FAQ search		
• Newsletter		
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Design: HealthGrid	> contact (> disc	slaimer 🖒 site map 🚯 home

• The second link allows the subscriber to remove its subscription from the database.

Advan	Cing Clinico Genomic	Trials on Cancer	<ul> <li>Humber area 3</li> <li>ACGT</li> <li>Print this page</li> </ul>
	Search	Subscribe to our newsletter	
		Your subscription was DELETED!	
ACGT	for you!		
Projec	t objectives	Name: Aurélie Fouré Email: aurelie.foure@healthgrid.org	
Осил	ients	tmail: aurelle.roure@ineatogro.org	
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• The third link allows a new subscription procedure to the ACGT newsletter.

Advancing Clinico Genomic T	irials ON Cancer & Print this page
Search	Subscribe to our newsletter
<ul> <li>ACGT for you!</li> <li>Project objectives</li> <li>Documents</li> <li>Join us</li> <li>FAQ search</li> </ul>	Your name:  Email:  ACGT general information HTML emails?  Subscribe cancel  Are you subscribed already and wishes to unsubscribe or edit your profile, click here.
Newsletter	
contact	
international collab.	
E Design: HealthGrid	> contact <> disclaimer <> site map <> home <

• If ever, there were mistakes in the newsletter subscription, the following screen may appear:

Advancing Clinico Genomic	Trials On Cancer & Print this page
Search	Subscribe to our newsletter
> ACGT for you!	Sorry, setting subscription options failed!
> Project objectives > Documents > Join us > FAQ search	May happen if you dick the setfixed link a second time (if the record has changed since the setfixed link was generated this error will happen!)
≥ Newsletter > contact	
> international collab.	> contact do disclaimer do sitemap do home d

#### 3.5.2 To access previous news

By clicking on the "newsletter" button in the left menu, a new page opens and a choice between two options is suggested: the latest version and the old versions of the newsletter. This allows the direct access to the last recorded interesting news and articles about healthcare and cancer treatment advances.

#### 3.5.3 Newsletter download

If people are interested in the latest version of the newsletter, there are then mainly four ways to reach the newsletter computing draft through the ACGT Internet website:

• By simply logging in online

People are directly led to the computing draft by simply clicking on the "online latest version".

• By browsing articles

If people click on the "browse articles" link, it will be possible to have the choice between articles categories. It allows people to choose and to filter the articles to get the information they are looking for.

• By "pdf" files (see appendix 2 p.14)

The "pdf" file is not the same version as the already existing one online, but is the printable version, which can be distributed at several occasions such as major events or conferences.

• By exploring with the "search box"

By inserting key words into the "search box", finding an article included within the newsletter and related to the term becomes then easier.

#### 3.5.4 The Newsletter Editorial Board

The Newsletter Editorial Board is composed of four main people coming from the ACGT consortium:

- Andreas Persidis, Biovista SA, Greece
- Norbert Graf, University of Saarland, Germany
- Alberto D'Onofrio, European Institute of Oncology, Italy
- Nathanaël Verheaghe, HealthGrid, France

# **Appendix 1**

Having trouble reading this newsletter? <u>Click here</u> to see it in your browser. You are receiving this newsletter because you signed up from our web site. <u>Click here</u> to unsubscribe.



#### In this Issue

- Lorem ipsum dolor
- Sit amet consectetuer etiam sed

#### In Other News

Suspendisse lectus neque, eleifend id, dapibus a, fringilla vitae, justo. Suspendisse dictum tellus ut leo. Etiam sed pede. Etiam magna quam, commodo a, pretium id, viverra sit amet, metus.

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This email was sent to [email] Click here to instantly unsubscribe. ACGT Project mail@acgt.org www.eu-acgt.org

# **Appendix 2**

