CSI SB Activities -- Guidelines for the publishing in CSI Communications

1. The CSI Education Directorate will be the nodal point for publishing about the activities/events of the SBs in the CSI Communications. (CSIC)

   All SB activity reports should be sent to Education Director director.edu@csi-india.org with a copy to nsc@csi-india.org, csiprograms@csi-india.org and concerned Regional Student Coordinator at rscX@csi-india.org.

2. Pl. avoid sending the news items directly to CSIC as they will not be considered for publication by CSIC.

3. The event/activity report details should be given in the following format:

   1. Chapter/Student Branch Name
   2. Region – I/II/III/IV/V/VI/VII
   3. Event Date and Title
   4. Speaker(s) at the Event
   5. Gist of the Event (Few sentences regarding technical contents of the event)
   6. One good quality (high-resolution jpg) photograph of the event along with caption for the photograph

4. Make sure that matter is in doc/odt format. The matter in pdf/jpg format will not be considered.

5. Any event/activity that has been endorsed by RSC and needs publicity, can be included in the event calendar in CSIC. All matter received by 20th of the month will be included in the calendar of the CSIC of the forthcoming month.

6. The publicity matter should be sent to Education Director director.edu@csi-india.org with a copy to nsc@csi-india.org, csiprograms@csi-india.org It should preferably have a pointer to web site providing additional details of the event. The matter to include the following details.

   a. Event Title and Date
   b. Event Venue (location / city)
   c. Chapter/Student Branch Name
   d. Region – I/II/III/IV/V/VI/VII
   e. Contact details (names & email ids)
   f. Website address

7. CSI Logo (given below) should be clearly shown in the web site as well as in publicity material relating to the activities being done by CSI SBs.