

Guidelines for Forum Submissions

1. The deadline is 18:00 on the Monday in the week before the Witham meeting (4th Thursday). Our printer works to tight schedules, and we cannot delay the Forum if it is to be ready for the Witham meeting.
2. Please limit reports to around 400 words maximum with one photograph.
3. Please submit all reports as attachments, preferably in MSWord, (*.doc or *.docx) or Text (*.txt) format rather than in the body of an email. The font is not that important but Arial 11pt, justified, single spaced with 6pt after the paragraph is what is used in the Forum.
4. Please submit any photographs as separate *.jpg images. If you wish to embed images to show the preferred layout this is OK, so long as we have them separately as well.
5. Images should be sent as original images rather than copied from social media or screenshots as they will not be of sufficient quality for printing.
6. Images need to be at least 750kB in size or 2MB for full page or cover.
7. To keep the table at the back of the Forum up-to-date any changes in meeting schedule, times, convenors and phone numbers need to be sent to the Forum Editor.
8. All correspondence should be sent only to forumeditor@teesdaleu3a.org.uk and not to individuals. We have a number of editors, and we cannot read each other's personal emails.

Thank you.