

IKC E-Newsletter Policy

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I. MISSION

The primary purpose of the IKC e-newsletter is to provide a platform for members to learn about the college, meet the IKC family and receive information regarding IKC's philosophy, methods, activities, projects, policy and material. The goals are to create enthusiasm and encourage member participation while promoting the IKC.

A secondary purpose is to serve as a medium for communication (between the IKC organization and its members and affiliates) that can be used to disseminate accurate information and solicit public interest and feedback.

II. FUNCTION

The e-newsletter is published quarterly by IKC and sent via email to IKC members and affiliates, and to all people who have requested to receive the newsletter via the IKC website.

To be printed	Proof-reading deadline	Submission deadline
31 January	15 January	1 January
30 April	15 April	1 April
31 July	15 July	1 July
31 October	15 October	1 October

The e-newsletter publishes articles, letters, editorials and data deemed to be of interest to the IKC and its members, from internal or external sources. Contributions are welcome from all IKC members (Executive Board, Faculty members, Trainers, Registered Instructors, affiliated associations, class participants) as well as the general public expressing an interest in IKC activities.

III. GOVERNANCE

The e-newsletter is conceptualized and prepared by its editor based on the editorial outline and contributions received. It is then submitted to the IKC Executive Board, or its representative, for approval. Distribution is supervised by the IKC Head Office.

The editor reserves the right to request the Executive Board to act and/or advise on materials submitted for publication.

IV. EDITORIAL POLICY

The Executive Board sets or amends editorial policies at its regular meetings. Changes in editorial policies will be published in the e-newsletter and posted on the IKC Website. A link to download the main policy will be published in the first newsletter.

In general the views expressed in articles and letters represent the views of individual authors and not those of IKC. They will be edited to respect the editorial policy.

Any articles and notices submitted may not contain profane language, sexual content, content that promotes, fosters or perpetuates discrimination on the basis of race, color, age, religion, gender, social status, marital status, status with regard to public assistance, national origin, sexual orientation, or physical or mental disability, defamatory statements, content that advocates violence or unlawful activity, or which poses a threat to public safety or security.

The e-newsletter editor is mandated to reject or adapt submissions that do not conform to these guidelines and to make general changes that conform to editorial considerations (length, layout, etc.). If changes are contested by the author, the e-newsletter editor will refer the situation to the IKC Executive Board.

V. SUBMISSION FORMAT

All text submissions are to be made in a Word document, using Arial script. Titles are to be in size 20 and text in 14. Single line spacing is requested. If an image accompanies the article, it is to be submitted in .jpeg, .png or .gif format. Each article is to be submitted with its authors name, IKC affiliation (if appropriate) and contact information. Please submit the "Permission for image use" form, signed by each person in the picture, if submitting a picture.

Submissions are to be made in English. They can periodically be made in other languages, when necessary.

All submission material including images, sound clips, video clips remain the property of the IKC and will not be returned to the author / contributor.

VI. ADVERTISING


Dear Advertiser,

Thank you for your interest in advertising in the IKC Newsletter. You will find further details below as well as examples of adverts and the associated costs

For more information please contact [Helena Argüelles](#)

- ## Terms and Conditions
1. Space Reservations: First-come, first-served basis, with payment. The editor reserves the right to limit the number of advertisements per edition.
 2. All images should be transmitted in one of the following formats: .png, .jpg or .gif.
 3. All advertising must respect the terms and general conditions of the [newsletter editorial policy](#).
 4. Advertisements published in the IKC Newsletter in no way constitute an endorsement of a product or service by the IKC and will be published with the header “**Paid advertising**”.
 5. The IKC reserves the right to refuse any advertisement for publication without justification.
 6. All text submissions are to be made in a Word document, using Arial script. Titles are to be in size 20 and text in 14. Single line spacing is requested. If an image accompanies the article, it is to be submitted in .jpeg, .png or .gif format. Each article is to be submitted with its authors name, IKC affiliation (if appropriate) and contact information. Please submit a “Permission for image use” form, signed by each person in any pictures
 7. Submissions are to be made in English.

Submit & Publish Dates	
	1st January for 31st January Publication
	1st April for 30th April Publication
	1st July for 31st July Publication
	1st October for 31st October Publication

<h3>Full Width Advert</h3> <p>With or without image (to be provided as a separate .jpg, .png or .gif)</p> <p>Can include up to 70 words with image or 100 words without</p> <p>IKC Member rate - €30 per edition or €110 for 4 editions/Identical ads</p> <p>Non-IKC Member rate - €45 per edition or €170 for 4 editions/Identical ads</p>	
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<h3>Half Width Advert</h3>	<h3>Half Width Advert</h3>
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Our Executive Board Team



Ger Casey, Ireland,
President



Robin Brown-Frossard,
Switzerland, PR Officer



Thomas Holvoet,
Belgium, Dean of
Professional School



Toni Lilley, Australia,
Director



Sylvia Marina, Australia,
Dean of Personal
Development School



Henry Remanlay,
Indonesia, Dean of
Touch for Health School



Harry Simon, Australia,
Legal

robin.frossard@kinepro.ch [click here to unsubscribe](#)

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