

To: All Section Chairmen, Secretaries, and P.R. Officers
From: Welding Journal

How to Submit Interesting Section Meeting Reports

Follow these guidelines to send Section reports and photographs to Welding Journal for publication in Section News.

Submit each event using the standard Section Meeting/Event Report form.
Contact woodward@aws.org to receive a copy of this form in Word format.

Include information about future Section meetings and events for publication. Submit a contact name for obtaining additional details.

E-mail the completed form with any digital photos to woodward@aws.org. It is always a good idea to copy your District Director and your Section Chairman. You may FAX the form to Howard Woodward at (305)443-7404; or mail to 550 NW LeJeune Rd., Miami, FL 33126.

Photo Tips:

Contact Howard Woodward with any questions about digital photos. Send an E-mail request or telephone (305/800) 443-9353, ext. 244.

Send digital camera photos by e-mail with your Section Meeting Event Report.

Send each photo as a separate JPEG file. Do not embed photographs inside of a newsletter, a Word document, or a PDF page. FAXed photos are unacceptable.

E-mail medium to large size files of well-exposed and focused photographs for best reproduction in the magazine.

Subjects of interest include presentation of speaker gifts, AWS awards, group shots taken during tours, golf tournaments, welding contests, Students' Nights, Ladies' Night, election of officers, picnic groups, etc.

Suggestion: When two or more people are recognized at a meeting, try to get all of them to pose together for a group shot. Be sure to identify each person (from left to right) in the caption.

Publishing Schedule:

As always, the deadline is the 20th of the month for the issue mailed about five weeks later.
Example: A report received July 20 will appear in the September issue. Items received July 21 will appear in the October issue.