

WAND List Serve Guidelines

Thank you for being part of the Wisconsin Academy of Nutrition and Dietetics List Serve! List serves are a great way to solicit the advice of your peers, benefit from their experience, and participate in ongoing conversation. To ensure the best possible experience for all list serve members, we have established some basic guidelines for participation. Please take a moment to review these guidelines. (The guidelines will also be posted on the WAND website.)

Messages are delivered to all participants. Please remember.....

- Use caution when discussing items. Information posted on the lists is available for all to see.
- Discussions on the lists should be related to the profession and of interest to members. Send a message to the entire list only when it contains information that benefits everyone. Refrain from sending short, "Thank you," "Congratulations," or "Me too" notes to the whole list.
- Keep paragraphs and messages short and to the point.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- "Create a Rule" when using an Auto Reply message while out of the office (this can easily be done with Microsoft Outlook's Out of Office Assistant) and will prohibit sending the message to the list.
- Do not post job announcements. (Open positions can be posted on the WAND website).
- Do not post commercial messages.

It's Not Just What You Say.....

- Be professional and careful about what you say; e-mail can easily be forwarded and misinterpreted.
- Be careful when using humor or sarcasm. Without face-to-face communication jokes may not be taken as such.

It's How You Say IT.....

- Capitalize words only to add emphasis or highlight an important point. *Asterisks* surrounding a word also can be used to make a stronger point. Also, please remember that all caps is universally perceived in e-mail as SHOUTING, turn off the caps lock.
- Minimize the use of symbols.

You may unsubscribe from the list at any time by following the directions at the bottom of the list serve email message.

If you have questions about the guidelines, please contact the WAND office via email at eatrightwisc@gmail.com or call 920-560-5619. The WAND reserves the right to suspend subscription(s) for members who violate these guidelines. We hope that you continue to view the use of the list serve as a valuable member benefit that promotes networking and member coloration and communication. Thank you in advance for respecting and adhering to these guidelines.

This list is provided as a service of the members of the Wisconsin Academy of Nutrition and Dietetics. The WAND is not liable for the opinions and information posted on this site by others.