

***Divisions Dispatch* submission guidelines**

(Updated: July 6, 2022)

Divisions Dispatch is a twice-monthly e-newsletter informing local division members and their staff about important news, policy changes, practice supports, and conferences/events.

Divisions Dispatch functions like a table of contents, providing just enough information for readers to decide whether to click the link (to your website, PDFs hosted there, etc.) Content is edited to match this style.

Stories are subject to approval by General Practice Services Committee (GPSC) senior staff as guided by feedback from local division members, coordinators, and executive directors.

Content guidelines:

- Informative, timely, free from opinion.
- Two-sentence maximum.
- Must include a direct link to the full information, or a contact phone number or email.
- No graphics or attachments.
- Clear indication of time commitment, deadline, or cost (when applicable).

Please send *Divisions Dispatch* submissions to Jeff Chan, Divisions of Family Practice Communications Officer (jchan@doctorsofbc.ca). Approval is based on a number of factors; if your story is omitted, it may appear in a future issue of *Dispatch*.

Webinars and continuing medical education (CME)

Divisions Dispatch doesn't advertise third-party or company-sponsored CME events, but may make exceptions when:

- One or more divisions are closely involved.
- The session is offered at no cost.
- The subject is often requested by divisions.

For general CME advertising, please contact Tara Lyon (journal@doctorsofbc.ca) at the BC Medical Journal.



Divisions Dispatch 2022 schedule

(Dates subject to change without notice)

Distribution date	Content deadline
Tuesday, January 11	Tuesday, January 4
Tuesday, January 25	Monday, January 17
Tuesday, February 8	Monday, January 31
Wednesday, February 23	Monday, February 14
Tuesday, March 8	Monday, February 28
Tuesday, March 22	Monday, March 14
Tuesday, April 5	Monday, March 28
Wednesday, April 20	Friday, April 8
Tuesday, May 3	Monday, April 25
Tuesday, May 17	Monday, May 9
Tuesday, May 31	Friday, May 20
Tuesday, June 14	Monday, June 6
Tuesday, June 28	Monday, June 20
Tuesday, July 12	Monday, July 4
Thursday, July 28	Monday, July 18



Distribution date	Content deadline
Tuesday, August 9	Friday, July 29
Tuesday, August 23	Monday, August 15
Wednesday, September 7	Monday, August 29
Tuesday, September 20	Monday, September 12
Tuesday, October 4	Monday, September 26
Tuesday, October 18	Friday, October 7
Tuesday, November 1	Monday, October 24
Tuesday, November 15	Friday, November 4
Tuesday, November 29	Monday, November 21
Tuesday, December 13	Monday, December 5
Tuesday, December 20 (if needed)	Monday, December 12