



## ***Divisions Dispatch* submission guidelines**

*(Updated: July 25, 2024)*

*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 Family Practice Services Committee (FPSC) 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 Kelly Sinoski ([ksinoski@doctorsofbc.ca](mailto:ksinoski@doctorsofbc.ca)). Approval is based on several factors; if your story is omitted, it may appear in a future issue.

### **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](mailto:journal@doctorsofbc.ca)) at the BC Medical Journal.



**2024 schedule: Divisions Dispatch and FPSC Update**

(Dates subject to change without notice)

<b>Distribution date</b>	<b>Content deadline</b>
Tuesday, January 9	Tuesday, January 2
Tuesday, January 23	Monday, January 15
Tuesday, February 6	Monday, January 29
Tuesday, February 13	
Wednesday, February 21	Monday, February 12
Tuesday, March 5	Monday, February 26
Tuesday, March 19	Monday, March 11
Wednesday, April 3	Monday, March 25
Tuesday, April 9	
Tuesday, April 16	Monday, April 8
Tuesday, April 30	Monday, April 22
Tuesday, May 14	Monday, May 6
Tuesday, May 14	
Tuesday, May 28	Friday, May 17
Tuesday, June 11	Monday, June 3
Tuesday, June 18	
Tuesday, June 25	Monday, June 17



## Divisions of Family Practice

An FPSC initiative

Tuesday, July 9	Friday, June 28
Tuesday, July 23	Monday, July 15
Wednesday, August 7	Tuesday, July 30
Wednesday, August 21	Wednesday, August 14
Wednesday, September 4	Wednesday, August 28
Wednesday, September 18	Wednesday, September 11
Wednesday, October 1	Wednesday, September 25
Wednesday, October 16	Wednesday, October 9
Wednesday, October 30	Wednesday, October 23
Wednesday, November 13	Wednesday, November 6
Wednesday, November 27	Wednesday, November 20
Wednesday, December 11	Wednesday, December 4
Tuesday, December 10	