# SRPG Meeting Reports

## Who does what?

The leader of each meeting is responsible for organising the writing of a report which will be added to the website and included in the annual newsletter. They do not have to write it themselves, just make sure that someone in attendance is nominated to produce it. It would be best if the report-writer was agreed before the meeting so that they can bear it in mind during the meeting.

The report should conform to the layout described in the next section. Once the report is drafted, and preferably checked by another meeting attendee, send it to the website manager who will check it against the agreed layout and may request changes or make minor corrections. The website manager will add the report to the website and send the published version to the newsletter editor.

Photographs add a lot to the meeting reports, whether of the attendees or of interesting plants or more general views of the habitat. The original photographer will retain the copyright of the image although obviously it will be publicly available through the website. All photographers will be credited. Please use no more than four photographs – this is to limit the size of the newsletter which will contain all of the year's meeting reports.

Once the report is finalised the original photographs (or other images) should be forwarded to the newsletter editor. This is because the versions embedded in the report may be of reduced resolution.

It is requested that each report is written within 4 weeks of the meeting. This helps the writer, as it is much easier when the meeting is fresh in the mind, it provides a timely update for the website, and it ensures that reports are available in good time for the compilation of the newsletter.

## Layout for Meeting Reports

1. Use the supplied Word Template file "SRPG Meeting Template".

2. In this file you will find the SRPG header, all the Word Styles you need, and some example text that you can replace with your own.

3. You must ensure that the different elements of the report use the correct Style. See note on Styles in Word below if you haven't used them before.

The Styles in the template are as follows:

> Caption – for the captions on any pictures. The photographer should be credited with a copyright mark e.g., "© Simon Leach".

> Normal – for the text of the report

> Heading 1 – for the first heading containing the meeting day, date, and location. You can add a brief description of the meeting if it is something other than a standard field meeting e.g., a training event, winter meeting etc.

> Heading 2 – for the names of the meeting leader(s) and the person who has written the report

> Title – only used for "Meeting Report".

4. If possible, each picture should fill the column width. If they are narrower than the column they should be centred. If you have a photograph that you think would look good at full page width you can insert it immediately after the "Meeting Report" title.

5. All plant names should be laid out as follows: Common Name (*Scientific name*) e.g., Lesser Celandine (*Ficaria verna*). Scientific names should be as on our current recording card which is based on Stace 4th edition.

6. Save the report as a standard Word document in a file with the name "SRPG Meeting Report", then the year and the location e.g., "SRPG Meeting Report 2022 Taunton.docx".


Val Graham 18/02/2024


## Note: Use of Styles in Word


A "style" in Word is a collection of formatting information. The available styles in the meeting report template (which are all you will need) appear in the ribbon like this:
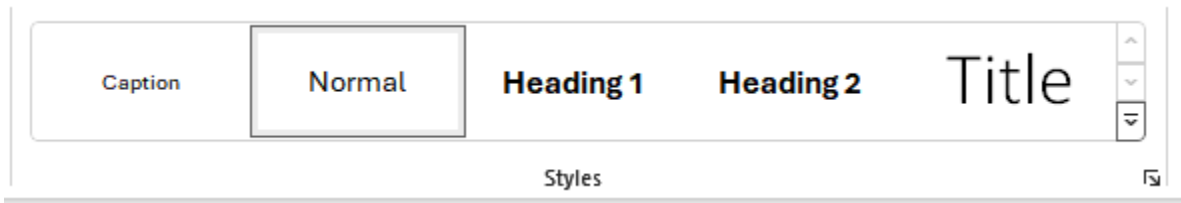


If you select some text and click on the name of the required style, the text will change to match the defined style. This means you don't need to separately change the font, font size or other formatting settings. This helps to ensure consistency throughout all the meeting reports which becomes more important when they are all compiled into the annual newsletter.