

Guidance for Producing 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 standard layout** – see the section on layout. 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.

Photographs add a lot to the meeting reports, whether of the attendees or of interesting plants or more general views of the habitat. 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. Photographs may also be entered in the annual photographic competition.

All original photographs used in the report should be sent to the website manager. These are needed because the versions in the report may be of lower quality. These will be passed on to the newsletter editor.

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.

Producing the Meeting Report

1. In the template file you will find the SRPG header, all the Word Styles you need, and some example text that you can replace with your own.
2. It’s best to copy the template into a new file before you start so you don’t accidentally overwrite the template. Save the report with the name “SRPG Meeting Report”, then the year and the location e.g., “SRPG Meeting Report 2025 Taunton.docx”.
3. You must ensure that the different elements of the report use the correct Style – please check this before sending your report to the Website Manager. See note on Styles in Word below if you haven’t used them before.
4. The Styles in the template are now as follows (in practice you only need to worry about the first two):
 - Para – for the text of the report
 - Picture – for all images and their captions
 - 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 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.

Val Graham 28/01/2025

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.