



THE  
OPERATIONAL  
RESEARCH  
SOCIETY

# New Email Request

Please complete the form and send it to [marketing@theorsociety.zendesk.com](mailto:marketing@theorsociety.zendesk.com) or press "send to marketing" at the end of the form.

To:

*Which group of subscribers would you like the email to be sent to? RG, SIGs, Events, etc. Or please attach a CSV file with the email addresses you wish to send to.*

From:

*Please confirm who the email should be from, whether it's your personal email or a group email account i.e. [probonoor@theorsociety.com](mailto:probonoor@theorsociety.com)*

Subject (150 Characters):

*Please send your subject suggestion; we will check for spam words, so the subject may change slightly. Do you want to use an emoji? if so, which one?*

Preview Text (150 Characters):

*Write in one sentence what your email is about; we will check for spam words, so the wording may change slightly. Do you want to use an emoji? if so, which one?*

Message/Content:

*Please send us the content for your email. Rob Chidley will check the copy to ensure that it complies with the society's tone of voice and may edit it accordingly.*

Image Suggestions:

*Please attach any images that you want included in your email, or tell us what kind of images you want included.*

Signature:

*How do you want your email to be signed?*

Send Deadline:

*When is the deadline for your email to be sent. We will schedule your email for the first available date and we will let you know if it is past your deadline.*

Would you like a report?

*When sending, the subject line needs to start with Email colon and then your subject.  
[For Example: EMAIL: OR61 Call for papers]*