**DERMAPEN, THE NEWS LETTER OF IADVL KN BRANCH**

**Dr.Manjunath R**

**AIMS**

To keep all the members of IADVL KN branch updated about the activities of IADVL KN branch as well as The activities of all the sister societies of IADVL KN branch.

**Number of Issues**

To be published biannually, on 1st January and 1st July every year.

**Editorial Committe**

IADVL KN executive committee will also be the editorial committee of dermapen, along with an Editor who may or may not be from the executive committee.

**Editor**

 **Selection of the editor:** Selection of editor will be selected by the president, immediate past president, president elect, vice presidents and secretary. Selection to be approved in AGBM.

**Term of the editor:** Term one year extendable to two years

 **Duties and responsibilities of the editor : To be discussed**

 **Status of the editor:** : Editor is to be considered as invited member of the executive committee. He/she will be invited to all EC meetings and CC meetings.

**Zonal coordinators to be made as members of editorial committee of DERMAPEN so as to keep track of all activities**

**Of the EC members, there will be one member from each zone who will also be callled as Zonal coordinators. Their job will be to coordinate activities in the zone, conduct zonal quiz, one zonal subspeciality meeting under the banner of KN branch and submit a report for MICUTICON and CUTICON KN.**

**Contents of the news letter**

1. **Presidential message**

Should be published on the front page along with the photograph of the president IADVL KN branch. Should not exceed 300 words.

1. **Secretary’s message**

Published on the 1st or the 2nd page along with the photograph of the honorary general secretary of IADVL KN Branch. Message should not exceed 150 words.

1. **Treasurer’s report**

Published along with the photograph of the Treasurer. A short message along with the latest balance sheet of IADVL KN branch to be published.

1. **Activities of IADVL KN branch**

 Minutes of AGBMs , CC and EC meets.

 Reports on all initiatives and important activities of IADVL KN branch ( posters/consent forms /SOPs etc).

 The posters/consent forms/SOPs etc may or may not be printed in the news letter depending on the available space for printing. In such cases where they can not be printed, a report mentioning their availability on the IADVL KN website should be published along with a brief report on them.

1. **Activity reports of all sister societies**

Secretaries of all sister societies should send their activity reports to the honorary secretary, IADVL KN branch by 1st week of December/June so that it gets published in the January/July issue.

1. **Major achievements of individual members**

Any member who wish to get their achievements published should send the details of their achievements to the honorary secretary, IADVL KN branch by 1st week of December/June so that it gets published in the January/July issue.

1. **Activities of skin and STD departments of Medical colleges of Karnataka**

HODs of all Skin and STD departments of Medical colleges of Karnataka should send their activity reports to the honorary secretary, IADVL KN branch by 1st week of December/June so that it gets published in the January/July issue.

1. **Announcements**

Important forth coming events of IADVL KN branch and sister societies . Such as CUTICON, MIDCUTICON, PGCDE ,major CMEs, Quiz programmes etc

Any major national or international events coming up in Karnataka

Any IADVL related information that may be useful to the members (members’ directory, ACAD groups, Scholarships etc)

1. **Events’ calendar**

A calendar of events coming up in the next 12 months at the state, national and international levels .

1. **Advertisements**

Advertisements may be accepted but will be restricted to only last page and will be limited.
Advertisements by members can also be accepted

**Sponsorship and Finance**

Publication is mandatory and can be funded byKN funds.

**Circulation**

The issues will be printed, published and posted to all members by **Hon Gen Secretary,IADVL KN branch by book-post/courier.**

Soft copies of all present and past issues to be made available on the website.