



# Guidelines for Guild Communications

As many of you will be communicating with the membership during the upcoming year, I have compiled a brief information package regarding our communication practices. Please review these guidelines carefully to ensure that our information flow remains efficient and professional from the very beginning.

## 1. Timely Communication and Deadlines

The Head of Communications is not available 24/7; therefore, please submit all communication requests well in advance via Telegram ([@viestintapaallikko](https://t.me/viestintapaallikko)). While I strive to accommodate all requests, I cannot guarantee the publication of materials that do not follow these deadlines.

### General Deadlines:

- **Weekly Newsletter:** Materials must be submitted by **Friday**. The newsletter is compiled over the weekend and distributed on Monday. As a rule, materials sent during the weekend will be included in the following week's newsletter.
- **Athenen Torvi / Athene's Bulletin:** Materials must be submitted no later than the **day before** the intended publication.

## 2. Bilingual Communication

Communication within Athene is fundamentally bilingual. All announcements must be provided in both **Finnish and English**.

- **Responsibility:** It is the responsibility of the event organizer or the person requesting the announcement to provide both language versions. If you are unable to translate the text yourself, please contact me for assistance.
- **Tools:** For Finnish-to-English translations, tools like DeepL can be very helpful.

- **Exceptions:** If you believe a message is only relevant in one language (e.g., an event exclusively for international students), please specify this when submitting your request.
- **Submission Format:** To streamline the publication process, please send the Finnish and English versions **as separate messages**.