



Policy & Documentation for users on how to use the ITI Medical & Pharmaceutical Network e-groups

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<https://itimednet.groups.io/g/main>
<https://itimednet.groups.io/g/businessgroup>

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Introduction

The ITI Medical and Pharmaceutical Network has both a website and e-groups (sometimes called message boards or mailing lists). You can do different things on each one.

Use <https://itimedical.co.uk/> for:

- Renewing/managing your membership
- Managing your directory profile
- Accessing members-only content such as workshop materials, newsletters and the abbreviations list
- Information about the mentoring and bursary schemes

Use <https://groups.io/groups> for:

- Managing your membership of the mailing lists / message boards
- Managing notification settings for the mailing lists / message boards
- Starting new topics / sending messages via the browser interface
- Searching the archives for previous discussions about agencies, terminology, etc.

This guide covers how to use the e-groups. A quick guide to the most common actions can be found in the pinned post on the Main message board: [How to use the ITI MedNet e-group](#)

Main and Business Group

There are two boards under the ITI Medical Network; “Main” and “Business”.

The Main board is open to all MedNet members and is intended for terminology questions, general queries and admin messages from members of MedNet. The Business board is restricted to MedNet members who do not own or work in-house for a translation agency. Topics discussed in this group include information about agency ratings, working practices, tax issues, hardware and software for translators, job offers and general business advice.

How to join the Groups

When you subscribe to the ITI Medical Network, one of the questions asked when completing your account information is whether or not you would like to join the e-groups and, if you tick ‘yes’ to joining the Business group then some additional information is requested so the committee can confirm your eligibility to join that group.

Once you have filled out your full profile information, then you will be manually invited to the e-group(s) by the subscriptions coordinator. If you have not got access to the groups within a week or so of subscribing, please email Nicole at nicole@awendan.co.uk

Posting messages

There are two options for posting messages. You can either do it by sending an email directly from your email client:

- To post a message to the main e-group, email main@ITIMedNet.groups.io
- To post a message to the Business sub-group, email businessgroup@ITIMedNet.groups.io

All messages must contain a hashtag in the subject line (see hashtag section below).

Alternatively, you can log in at <https://groups.io/groups> and submit a message via the online interface, on the relevant board (Main or Business group), by clicking on “New Topic” on the left hand menu bar. Remember to add the relevant hashtags from the drop-down menu.

General Posting Guidelines:

- Please keep posts clear and concise and avoid using email signatures that are longer than 2–3 lines.
- Personal messages or messages intended for specific individuals should not be sent to the whole group – use the ‘Reply To sender’ link at the bottom of the email. If you do not wish your answer to a question to be posted to the group, you should send it to the author individually.
- You must be careful not to divulge any information about other members of the ITI Medical Network which they may not wish to publicise. If you think information contained in a post may interest members of another e-group, please obtain the author’s permission before forwarding the message to that other group.
- If you are thanking a Member of the Group for their contribution, use this indicator after the hashtag and delete all the history thread from your reply. Please try to group thanks aimed at several contributors in a single message.
- Advertising: our forums are not to be used for advertising products, events or services unless offered on a not-for-profit basis, e.g. by organisations such as the ITI, other translation associations, universities and MOOCs. Members are encouraged to post about and discuss the pros and cons of any product, event or service, but these postings should not contain marketing spiel. If in doubt, please ask the Moderator for a template. Companies or individuals wishing to use the network to publicise their own events, products or services should contact the Moderators to discuss the content of the message and shall offer our members a discount of at least 15%.
- Acceptance of jobs posted on the Business e-group: you are reminded that you must translate only into one language, in accordance with the ITI Code of Professional Conduct in general and Clause 4 (Professional Values) in particular. The Code is accessible [here](#) on the ITI website.

Receiving messages

You can opt to receive individual messages, digests, special notices only or no emails via the following links:

<https://itimednet.groups.io/g/main/editsub>

<https://itimednet.groups.io/g/businessgroup/editsub>

Under “Advanced preferences”, you can micromanage which messages you wish to receive (for example, you can choose to only receive messages from threads/hashtags you opt in to follow, or to only receive the first message in each thread).

In the footer of each message, you also have the option to “mute” that thread or hashtag.

SPAM Whitelisting

Please make sure that the groups email addresses (main@ITIMedNet.groups.io and businessgroup@ITIMedNet.groups.io) are listed as ‘not SPAM’ in your email accounts.

If you think you might not be receiving messages from the group, please email Nicole at nicole@awendan.co.uk

Alternatively, you can check the ‘Recent Bounces’ section in your Groups IO account to see if any emails have been blocked from reaching your inbox.

Hashtags/subject headings

All messages to the group must include at least one hashtag in the subject line when you post via email. We have set up a list of approved hashtags, which are listed in the table below. If you forget, or make a mistake when writing the hashtag, don’t worry! You will receive an automated message reminding you to add one, with a clickable link where you can select a hashtag from the Groups IO platform without having to re-write your message.

One major benefit of using hashtags is that it allows better organisation of messages and topics, making it easier for members to search the archives and to “mute” languages or language pairs that they do not work with, thus reducing the volume of emails received.

If you post directly from Groups IO, you can select a hashtag from the dropdown list underneath the subject bar.

If you would like a hashtag added for a language pair not listed below, please post a message in the [Questions about the new group topic](#), or email Nicole directly: nicole@awendan.co.uk

Make sure to add a space after entering a hashtag (e.g.: #en-fr MRI query).

List of approved hashtags for the Main group:

| | |
|---------------|-----------------------------------|
| #abbreviation | Abbreviations (all languages) |
| #admin | For use by moderators only |
| #advice | For general advice |
| #cat-en | Catalan to English |
| #cpd | Topics relating to all things CPD |
| #cz-en | Czech to English |
| #de-en | German to English |
| #dk-en | Danish to English |
| #en-cs | English to Czech |
| #en-fr | English to French |



| | |
|-------------|--|
| #en-de | English to German |
| #en-dk | English to Danish |
| #en-es | English to Spanish |
| #en-fr | English to French |
| #en-it | English to Italian |
| #en-jp | English to Japanese |
| #en-nl | English to Dutch |
| #en-no | English to Norwegian |
| #en-pt | English to Portuguese |
| #en-sv | English to Swedish |
| #es-en | Spanish to English |
| #event | MedNet events, such as workshops |
| #fr-en | French to English |
| #it-en | Italian to English |
| #iti | Topics relating to other ITI groups/events |
| #jp-en | Japanese to English |
| #members | Notifications or posts for the membership |
| #mentoring | Topics relating to the ITI MedNet or wider mentoring schemes |
| #newsletter | Topics relating to the ITI MedNet newsletter |
| #nl-en | Dutch to English |
| #no-en | Norwegian to English |
| #ot | Off-topic conversations (not related to any work-related topic or terminology) |
| #pt-en | Portuguese to English |
| #sv-en | Swedish to English |
| #workshops | Topics relating to ITI MedNet workshops |

List of approved hashtags for the Business group

| | |
|---------|---|
| #advice | For general advice |
| #agency | For agency queries/information |
| #iti | Topics relating to ITI groups/events and business |
| #job | For job postings |
| #ot | Off-topic conversations |

Searching the Archives

The message boards have been active for quite some time and there is a chance that your query has been discussed before! With this in mind, members are encouraged to search the archives before posting new queries.

To do this, access the message boards via the web browser (<https://groups.io/groups>) and the board you want to search (Main or Business).

1. From the group home page, click **Messages** on the left hand side.
2. Click Search
3. In the Search box, type a search string and click **Search**

A list of message threads will be displayed matching your search query. Tip: the more specific your search, the better the results will be!

Netiquette

Try to be as polite as possible to other ITI Medical Network e-group users and do not indulge in personal criticism of other members. All contributions should be friendly, constructive and give other members the benefit of the doubt, even when expressing disagreement. We want an atmosphere of cooperation and friendliness. The e-group is not an appropriate forum to express personal grievances or intimidate colleagues. Do not “shout” by using bold, underlining, all caps, etc. Please alert a member of the Committee if you are concerned about inflammatory behaviour on the e-group. Please try to avoid escalating the situation further in such cases. The Committee will monitor posts on the e-group to ensure that they adhere to these Netiquette rules. Anyone found to be flouting the Netiquette rules can be sent a warning by the Committee. If they persist their individual posts may temporarily be subject to moderation. Serious violations such as abuse or “flaming” may result in a temporary or indefinite ban on posting on the e-group.