**Guidance for IBMS members**

News stories are a great way for the IBMS to celebrate the work of our members and to promote biomedical science. These are used on our website and we also promote them through our social media channels.

If your event is high profile, includes VIP attendees, is for a special event or occasion, we may look to include it in *The Biomedical Scientist*. Or with your approval, seek local or national media attention.

**Photos**
To help the news story gain attention, we will need an accompanying photo of the event. Most smart phones have a good digital camera; remember to use the highest quality image setting. You may also need to use your flash to brighten a dark scene. Try to make your photographs as eye-catching and colourful as possible and take as many as you can, but you will only need to send us your favourite ones.

Always inform people you are going to take their photo for their consent. If it contains anyone under the age of 18, for the IBMS to use it, you will need to have our “***Under 18s photo/video consent form****”* completed and signed by a parent/guardian.

**IBMS News Pro-forma**
Please complete and return to website@ibms.org

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| **Name of the event and organiser** |  |
| **Where was it held** |  |
| **Who** **attended the event**Include organisers, attendees and any guestsi.e. the name of the school, MP or VIP |  |
| **Description of the event**Add details about why it is being held i.e. to celebrate Biomedical Science DayHow was the event publicised Add any additional interesting news from the event  |  |
| **Quotes**Feedback helps to tell us what attendees enjoyed and learned from the event. We also like to hear from our members too, so please tell us why you took part and what you gained from it.  |  |

A great way to keep us informed live from the event is to post to our social media channels:
Facebook.com/BiomedicalScience or Twitter.com/IBMScience