



**EMWA - Policies and Procedures**  
**Special Interest Group (SIG)**  
**Recommendations for setting up a Special Interest Group (SIG)**  
**Revision: 17 October 2022 V1**  
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Approved by: EMWA Executive Committee

EMWA Special Interest Groups (SIGs) are focus groups comprising EMWA members with a common interest who want to meet, discuss and share information and best practices in respective areas. Such groups allow EMWA and its members to contribute to important conversations around topics that will have an impact on medical writing in the future. EMWA SIGs are open to all EMWA members, and any EMWA member may propose and start a new SIG. The proposal to start a SIG should be sent via EMWA Head Office ([info@emwa.org](mailto:info@emwa.org)) to EMWA's Executive Committee (EC) for review and approval. The proposal should contain the description of the planned SIG including its objective, importance for the development of the field of interest, potential contribution, and planned activities. Further information on EMWA SIGs is available at <https://www.emwa.org/sigs/>.

Each SIG constitutes of core members and supporting members. The core members oversee and execute the SIG's activities, and are key contacts with the EMWA EC and Head Office. They prepare, review, and approve plans and strategies, as well as all budget-related issues. The supporting members propose and contribute to the SIG's activities.

Should your proposal for a new SIG be accepted by the EMWA Executive Committee (EC) the following 13-point list can then be used to set up the group.

1. In general, the EMWA Vice-president is the EC liaison for all SIGs. In case of any questions, please contact them directly ([vicepresident@emwa.org](mailto:vicepresident@emwa.org)).
2. Each SIG will select up to 5 core members (including the SIG chair). There is no limit to the number of supporting members a SIG can have.
3. Budgets are set to run within the calendar year, from 01 Jan to 31 Dec. They are shared at each Annual Meeting.
4. Depending on when you apply, it is unlikely that funds are issued to SIGs within the first year; however, from the following year onwards, you are eligible for a budget of €1,500/year (one thousand five hundred euros). The use of the budgeted funds is at the discretion of the SIG and no prior approval from the Treasurer is required. The Treasurer asks that if you need to request reimbursement for items over this budget, you obtain prior approval. Please, contact: [info@emwa.org](mailto:info@emwa.org) and cc the Treasurer at: [treasurer@emwa.org](mailto:treasurer@emwa.org) for ongoing budget details and the cost code.
5. Should a SIG wish to have its own individual EMWA email address (example: [SIGat-emwa-dot-org](mailto:SIGat-emwa-dot-org)) this can be requested by contacting Head Office at: [info@emwa.org](mailto:info@emwa.org). This will cost approximately € 50.00 and will be billed to the SIG's budget. It may be financially beneficial to wait until the next full calendar year before requesting for an email address. Alternatively, the SIG can request Head Office to be primary contact ([info@emwa.org](mailto:info@emwa.org)).
6. The SIG is eligible for an individual SIG webpage on the EMWA website. It is recommended to use existing SIG webpages as examples or for ideas. SIG managers can get in contact with the Web Manager ([webmanager@emwa.org](mailto:webmanager@emwa.org)) for further details.
7. A logo for the SIG can be requested by contacting the Creative Team at [carola.krause@codex-biomed.com](mailto:carola.krause@codex-biomed.com).
8. This logo can be used for the SIG's internal and external communications.
9. Once the SIG is established, it will be announced via EMWA's NewsBlast and on social media platforms (LinkedIn and Twitter). Further details can be requested from the Public Relations Officer ([pr@emwa.org](mailto:pr@emwa.org)).
10. EMWA has set up closed LinkedIn groups for all SIGs. A new SIG can request one by contacting the Public Relations Officer. It is recommended that the SIG appoint a core member to manage its LinkedIn group (if required).
11. Most SIGs implement year-long virtual round table discussions in a Meet & Share format via Zoom (open to EMWA members only).



12. SIGs are given access to EMWA's professional Zoom account to schedule SIG Zoom meetings as well as Meet & Share sessions. This information is available from Head Office ([info@emwa.org](mailto:info@emwa.org)). The SIG may also request Head Office to help with setting up and running Zoom meetings.
13. The SIGs is encouraged to contribute to different EMWA activities such as:
  1. the *Medical Writing* EMWA journal; contact Journal Editor at [editor@emwa.org](mailto:editor@emwa.org).
  2. webinars; contact Webinar Team at [webinar@emwa.org](mailto:webinar@emwa.org)
  3. workshops; contact Education Officer at [education@emwa.org](mailto:education@emwa.org)
  4. Expert Seminar Series (ESS); contact ESS Organising Committee at [ess@emwa.org](mailto:ess@emwa.org)
  5. Conference symposia; contact Conference Director at [conferencedirector@emwa.org](mailto:conferencedirector@emwa.org)