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Power-packed Adobe RoboHelp (2015 release)

Dynamic content filters | New HTML5 layout I Mobile app output support I Modern ribbon UI

Upgrade to Adobe RoboHelp (2015 release) for just £317*

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" *In the new release of Adobe RoboHelp, the latest HTML5 Responsive Layouts support Dynamic Filtering giving users the option to filter the content and see just what is relevant to them. Content Categories in WebHelp gave users the ability to choose sub-sets that had been defined by the author. Dynamic Filtering in HTML5 goes much further as the author can give more options and the user gets to choose which ones they want. Also the author can easily create an app in both iOS and Android formats.* "

—Peter Grainge, Owner, www.grainge.org

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InfoPlus⁺

December 15

ISTC news

ISTC Community to have increased digital presence

From Andrew Marlow, FISTC, ISTC Community lead

The ISTC Community is to have its own digital presence in social media networks including Twitter, Facebook and LinkedIn. Following these networks you'll be able to keep up to date with news, events, area group developments and other community activities.

Facebook:
www.facebook.com/istccommunity

Twitter:
@istc_community

LinkedIn:
https://www.linkedin.com/groups/8440733

They'll be operational from January 2016, although the placeholders are set up if you want to like or follow the pages in advance.

Be part of the ISTC's new discussion network for technical communicators

The ISTC's discussion forum for members has moved to a new home. In fact, now there are three forums for you to use.

The new ISTC forums offers capabilities such as:

- You can embed rich media, such as videos and tweets, in your messages.

- You can look at a poster's user profile, and see their photo.

- You can have your own photo or avatar next to your messages.

- You can add tags to messages, so searching is easier.

You'll need to login to the ISTC website first before you can have access to the new forums. Once you've logged in, you can access the forums at: www.istc.org.uk/our-community/discussion-forums.

Remember, this link won't work until you've logged in.

The new forums have been set up so you can still receive notifications by email, if you prefer. Use the Subscribe link in the discussion boards to activate the email notifications.

We'll keep the Yahoo discussion forum open so that people are able to continue to comment on existing discussions. You will also be able to search it to find past messages. However, you'll find the new discussions over on the new ISTC-hosted discussion boards.

We plan to introduce new activities, such as *Ask Me Anything* topics, and if you have any suggestion on how we can get the most out of our new platform, do let us know.

Take part - share, discuss and learn!

ISTC special awards

The ISTC presents two awards to people in recognition of their contributions to technical communication as a whole and to the ISTC in particular.

The Horace Hockley award for 2015 is presented to Dr Hans van der Meij, who currently a senior researcher and lecturer at Twente University in The Netherlands. Dr van der Meij is probably familiar to many technical communicators as a contributor to Minimalism Beyond the Nurnberg Funnel, and his work and research continue to benefit our profession today.

This year, the Mike Austen award is presented to Theresa Cameron, who was the ISTC Council member with responsibility for the international face of the ISTC for a number of years and who worked tirelessly on our behalf to raise our profile and ensure our voice was heard.

Contributions

This newsletter is for the benefit of both ISTC members and technical communicators in the wider community. We are always pleased to hear from readers with suggestions for content, improvement and the development of *InfoPlus+*. If you have something you'd like included or any ideas for features and regular sections, please email newsletter.editor@istc.org.uk.

For more information on both of these awards and the people how inspired them, visit http://www.istc.org.uk/professional-development-and-recognition/istc-awards/.

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This is the Newsletter for technical authors, technical illustrators and information designers. *InfoPlus+* is posted at www.istc.org.uk/our-publications/infoplus-newsletter/.

3

New ISTC competition

The ISTC has decided to run a competition, with a prize! We're looking for content that promotes the value of technical communication to non-technical communicators, which we can use on the ISTC website. Entries can be videos or slideshows (PowerPoint or similar). They can be any length (but don't make them too long).

To enter, please send a link to what you have produced to marketing@istc.org.uk (please don't email the production itself, just a link).

Closing date: 28 February 2016.

The judging panel includes the ISTC President and ISTC Marketing Council Lead. The judges' decision will be final.

The winner will win a £50 Amazon gift voucher.

ISTC Community to have increased digital presence

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ISTC community

ISTC local area and special interest groups

Interested in a Birmingham Area Group?

We are trying to establish if there is any interest in setting up a group in Birmingham with a view to a first meet up towards the end of the year. If you are interested in attending a meeting in Birmingham, please email Elaine Cole at the ISTC office: istc@istc.org.uk.

Thames Valley Area Group meetings

At the October meeting we welcomed another new member and looked at historical examples of technical writing. The most precious example was an instruction manual for a World War II aeroplane, which was in impeccable condition. Also, Darren and Don revisited what they had learnt at the recent TCUK conference.

Next meeting

The next meeting of the Thames Valley group will be held on Tuesday, 1 December at The Plowden Arms, Shiplake Cross, Henley-on-Thames (www.plowdenarmsshiplake.co.uk) from 7:30 to 9:30pm

You are invited to design and bring along technical communication themed Christmas cards. All are welcome so please inform anyone who you think may be interested. If you'd like to attend, please register via Eventbrite using the following link:

https://www.eventbrite.co.uk/e/istc-thames-valley-group-meeting-1st-december-2015-tickets-19547767900.

The organiser for this event is Darren Mitcham who may be contacted by email: thamesvalley_areagroup@istc.org.uk.

South West England Area Group meetings

From Eric Weston

Our subject for the evening was 'estimation'. Various experiences and ideas were shared, with contributions that included:

- A Guide to Estimating Writing Projects (available at: www.writingassist.com/pdfs/WAI_EstimatingWritingProjects_V4_1_2011.pdf)

- It's In the Numbers: Using Metrics to Plan Documentation Projects (available at: www.writingassist.com/resources/articles/its-in-the-numbers-using-metrics-to-plan-documentation-projects)

- Notes on estimation designed help you think about scoring dependencies for use in calculations.

- An example estimation spreadsheet that shows a method of calculation a member has developed over the years to help him plan his freelance editing work.

Next meeting

We decided not to convene in December as the month can be rather frantic. The next meeting will be held on Wednesday 13 January 2016 at the George Inn, Bristol from 7:30 to 9:30 pm. Please head upstairs to 'Abbot's Retreat' http://thegeorgeinnbristol.co.uk.

The general topic for discussion this time is 'structured authoring". Some ideas to get you thinking:

- What would you most like to know about structured authoring?
- What are some good resources for learning about it?
- What tips can you share about getting 'early wins', or avoiding pitfalls?
- Can you compare and contrast different standards such as DITA and S1000D?
- What difficulties are you having that you think structured authoring could help to solve? How?

All are welcome and if you would like to attend please register your interest via the following Eventbrite link: https://www.eventbrite.co.uk/e/istc-sw-england-area-group-wednesday-13th-january-2016-tickets-19544319586.

The organiser for this event is Eric Weston who may be contacted by email: southwest_areagroup@istc.org.uk.

Current ISTC local area groups

Contact your nearest area or special interest group on the email shown below. If you're interested in setting up either an area group or a special interest group, please contact our area groups manager Tom Dumic at: areagroupsmanager@istc.org.uk.

Name	Leader	Email Contact Details
Cambridge	Derek Cooper or Jeff Bronks	cambridge_areagroup@istc.org.uk
Central South	Co-ordinator wanted	areagroupsmanager@istc.org.uk
East of Scotland	George Lewis	eastscotland_areagroup@istc.org.uk
Irish Technical Writers	Patrice Fanning Yvonne Cleary, Bridget Walsh	irishtechnicalwriters@istc.org.uk
ISTC Irish Group	Adrian Rush	irishgroup@istc.org.uk
London	David Farbey	london_areagroup@istc.org.uk
Midlands	John Burns	midlands_areagroup@istc.org.uk
North East England	Janine Weightman	northeastengland_areagroup@istc.org.uk
North West England	David Jones	northwestengland_areagroup@istc.org.uk
Southern	Marjorie Jones	southernengland_areagroup@istc.org.uk
South West	Eric Weston	southwest_areagroup@istc.org.uk
South Wales	John Espirian	southwales_areagroup@istc.org.uk
Thames Valley	Darren Mitcham	thamesvalley_areagroup@istc.org.uk
West of Scotland	Charles Addison	westscotland_areagroup@istc.org.uk
Yorkshire	Nick Tonge	yorkshire_areagroup@istc.org.uk

Special interest groups:

Name	Leader	Email Contact Details
MadSIG	Marjorie Jones, Tom Bridley Kai Weber	MadSIG@istc.org.uk

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Using Eventbrite to register attendance at area group meetings

Some area group meetings are posted on Eventbrite and where this is the case, we asked anyone expecting to attend to register online using this event management service. You can see a list of ISTC related events by visiting: www.eventbrite.com/org/495786380.

ISTC groups on LinkedIn

The ISTC has a number of LinkedIn groups for its members. Have you joined the relevant groups?

ISTC Community group: https://www.linkedin.com/groups/8440733.

TCUK: https://www.linkedin.com/groups/7475853/profile.

ISTC group: www.linkedin.com/groups/Institute-Scientific-Technical-Communicators-1858546/about.

This group has a number of sub groups for:

- ISTC NW Area Group www.linkedin.com/groups/ISTC-NW-Area-Group-2445779/about

- Southern Area Group www.linkedin.com/groups?gid=4795279

- Thames Valley Area Group www.linkedin.com/groups?gid=4805266

- ISTC Midlands Area Group www.linkedin.com/groups/ISTC-West-Midlands-Area-Group-4835591/about

- South Wales Group www.linkedin.com/groups?gid=5161265

- West of Scotland Area Group www.linkedin.com/groups?gid=5081412

There are other area groups which aren't sub groups of the ISTC one:

- Cambridge Technical Communicators www.linkedin.com/groups/Cambridge-Technical-Communicators-1805651/about

- Irish Technical Writers – An ISTC Area Group www.linkedin.com/groups/Irish-Technical-Writers-ISTC-Area-3369559/about

- MadCap UK and Europe Users Group www.linkedin.com/groups?gid=5081593

Business affiliate news

Adobe Tech Comm Survey 2015

This survey is conducted annually to understand the changing trends in the Tech Comm industry. In addition, it's Adobe's constant endeavour to learn how you create, publish and distribute content and how you measure the effectiveness of content. We want to understand which tools you use, how you use them and how they can be improved.

It does not matter if you use Adobe products or not. As long as you are a Tech Comm professional and want your voice to be heard, you can fill out the survey - http://survey.douwriteright.com. Please spare 15 minutes of your precious time to fill out the survey and stand a chance to win one of the 23 exciting prizes!

3di at Going Global 2015

3di are exhibiting on stand G181 at Going Global taking place at Olympia, London, on 3 and 4 December 2015.

This unique event is tailored specifically towards British companies looking to expand internationally and features free seminars, masterclasses, expert speakers, live demonstrations and networking. There'll be 3,000 fellow businesses all sharing the same ambition to expand internationally, export products or set up overseas operations.

3di are looking forward to meeting with business owners and export managers wanting to utilise their expertise to translate business information and localize products, both of which will really help to grow their level of exports and increase revenue.

This really is a must-attend event for any businesses with international aspirations. You can register for free tickets online at: http://tickets.prysmgroup.co.uk/goingglobal/180. Your free ticket also gains you access to The Business Show running next door – the largest business exhibition in Europe, attracting 25,000 visitors, 250 free seminars, workshops, networking and hosts some of the UK's top business speakers.

San Diego Union-Tribune names MadCap Software winner of the San Diego Metro Area 2015 top workplaces award

MadCap Software has been awarded a 2015 Top Workplaces honour by The San Diego Union-Tribune. The Top Workplaces lists are based solely on the results of an employee feedback survey administered by WorkplaceDynamics, LLC, a leading research firm that specialises in organisational health and workplace improvement. Several aspects of workplace culture were measured, including Alignment, Execution, and Connection, just to name a few.

'The Top Workplaces award is not a popularity contest. And oftentimes, people assume it's all about fancy perks and benefits' says Doug Claffey, CEO of WorkplaceDynamics. 'But to be a top workplace, organisations must meet our strict standards for organisational health. And who better to ask about work life than the people who live the culture every day – the employees. Time and time again, our research has proven that what's most important to them is a strong belief in where the organisation is headed, how it's going to get there, and the feeling that everyone is in it together'.

Claffey adds, 'Without this sense of connection, an organization doesn't have a shot at being named a Top Workplace.'

On the heels of its 10-year anniversary this year, MadCap Software's founding partners are still actively engaged in the business and continue to instil the high-quality values, passion, and commitment to customer service and innovation that they did when the company first launched in 2005.

'We are truly honoured to receive the 2015 Top Workplace Award. Our passionate workforce and evangelists have helped us to maintain an incredible and loyal customer base that we strive to support every day' said MadCap Chief Executive Officer Anthony Olivier. 'As a growing organisation, we know that the happiness and continued commitment of our employees is integral to our success. We're confident that if we continue to attract the best of the best and nurture our people every step of the way, our products and our culture will speak for themselves.'

U-T San Diego published the complete list of Top Workplaces on 8 November. For more information about the Top Workplaces lists and WorkplaceDynamics, please visit www.topworkplaces.com and www.workplacedynamics.com.

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- **MadCap Analyzer:** Powerful Project Analysis and Reporting

- **MadCap Mimic:** Create Fully Interactive Demos, Videos, Tutorials and Software Simulations

- **MadCap Capture:** Screen Capture and Image Editing Made Easy

> "Since our Harmony 12 release, we have been making updates on our documentation weekly with MadCap Flare; we just rebuild it in the background and upload it. With FrameMaker®, we could not even consider that."
>
> —Marie-Eve Chartrand | Director Customer Success, Toon Boom Animation Inc.

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madcap software

Industry and general news

CrowdReviews.com begins ranking content management system software providers

CrowdReviews.com, an online platform for reviews and rankings of software solutions, has begun ranking content management system software companies.

Those interested in viewing the list of content management system software providers can visit: www.crowdreviews.com/rankings-of-best-content-management-system-software.

The platform has been launched in a limited beta stage and is currently inviting content management system software developers to have their customers leave reviews and feedback on their experiences in using the software.

Feedback is visible to visitors looking to make a purchase and is used by an algorithm in order to determine the placement of the content management system software vendors within the rankings. The rankings of these software vendors is primarily determined by user reviews, however, there are other elements which can impact a software's placement within the rankings.

A transparent algorithm has been created in order to determine where to place each software vendor across various software and service categories. For more information on the elements which can impact a placement within the rankings, visit: www.crowdreviews.com/how-do-we-rank.

Those interested in joining CrowdReviews.com can visit the following page to register or claim their profile: www.crowdreviews.com/#registration.

About CrowdReviews.com

CrowdReviews.com is a crowdreviewing platform which ranks over 500 software categories and 200 service categories. For more information, visit: www.digitaljournal.com/pr/2752892#ixzz3sJ7jXjGn.

Society for Editors and Proofreaders offers mentoring for biomedical copy-editing

The Society for Editors and Proofreaders (SfEP) now offers mentoring in copy-editing journal articles in biomedical fields specifically. This uses real copy-editing assignments of accepted papers in journals, both research papers and review articles, and also covers editing of papers before submission to journals on behalf of authors. Mentees should have a background in biology or medicine to at least degree level. For more information, visit: www.sfep.org.uk/training/mentoring.

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Blog news

By Ginny Critcher

Hello everyone. Here is this month's blog round up for you.

Deborah S. Bosley at the Content Wrangler writes about Empathy the forgotton element in successful content creation:

http://thecontentwrangler.com/2015/10/27/empathy-the-forgotten-element-in-successful-content-creation/.

Iconclogic compare Adobe Captivate to Articulate Storyline:

http://iconlogic.blogs.com/weblog/2015/11/articulate-storyline-vs-adobe-captivate.html.

Johan Elisson shares insights from this year's tekom/tc world conference in Stuttgart:

http://blog.semcon.com/productinformation/three-insights-from-day-1-at-tcworld-2015.

David Rose at Armada contributes his Robohelp wish list:

https://www.armada.uk/blog/adobe-robohelp-my-wishlist-part-one/.

Tom Johnson at 'I'd rather be writing' looks at increasing efficiency when fixing errors and implications for technical writers on agile teams:

http://idratherbewriting.com/2015/10/27/fix-errors-fast-scrum-agile/.

Ann Gentle at Just Write Click tells us about Google I/O 2015 including its effective push to bring more women to the conference:

http://justwriteclick.com/2015/11/05/google-io-2015-looking-back-and-forward/.

Cherryleaf has posted its predictions for technical communication in 2016:

www.cherryleaf.com/blog/2015/11/five-predictions-for-technical-communication-in-2016-and-beyond/.

Do you have a blog? Let Ginny know so she can include it in her monthly review. Seen an interesting post? Simply email ginny@cherryleaf.com.

Ginny has a background as a skilled trainer and information designer, and is responsible for the development of Cherryleaf's training courses. In addition to her skills in information design, she has over twenty years experience in teaching and training throughout the world. She is Cherryleaf's representative to the Institute of Scientific and Technical Communicators (ISTC).

Training courses

If you know of a training course that will be of interest to readers, please let us know. You can send details by email to newsletter.editor@istc.org.uk. Please try to give us plenty of notice. The deadline for receiving information for *InfoPlus*[+] is 24th of the month preceding publication. If you would like to promote your course or event to ISTC members, why not consider giving ISTC members a discount for courses and events listed in our newsletter. For more information, please email istc@istc.org.uk. Listings are restricted to scheduled courses that are low cost or are in some way unusual.
Listings are a service to members. A listing does not imply ISTC endorsement.

Courses run by ISTC Business Affiliates that are notified to us by the deadline for inclusion in *InfoPlus*[+] will be listed. For others, we cannot guarantee listing if space is limited and details may be abridged.
Armada, MadCap and Cherryleaf are ISTC Business Affiliates.

MadCap training

For details of the latest MadCap Software Training Schedule: Web-based and On-site Training, visit: www.madcapsoftware.com/services/training/.

The MadWorld Technical Communication and Content Strategy Conference Returns to San Diego April 10-12, 2016

www.madworldconference.com/.

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InfoPlus[+] is posted at www.istc.org.uk/our-publications/infoplus-newsletter/.

Upcoming Webinars

www.madcapsoftware.com/resources/livewebinars.aspx.

Flare 11 Reviews and Customer Reaction

www.madcapsoftware.com/flare11/reviews-testimonials.aspx.

December

2-3   Introduction to Adobe Illustrator
Provides you with the essential knowledge you need to create shapes, work with type and layers and apply effects and styles, giving you the basics to build on.

10% discount for ISTC members.

Armada, Bromsgrove.

www.armada.co.uk/illustrator-training-course.

10-11   Introduction to Adobe Captivate
Learn how to develop web enabled e-learning modules and interactive software simulations.

10% discount for ISTC members.

Armada, Milton Keynes.

www.armada.co.uk/captivate-training-course.

14-16   Introduction to Adobe Premiere Pro
Adobe Premiere Pro allows you to capture, import, edit, apply effects, mix audio, and output to a number of formats for video, the Web and interactive media such as DVD and Adobe Flash.

10% discount to ISTC members

www.mekon-creatives.com/courses.cfm?course=premiere_introduction&type=adobe.

17-18   Introduction to Adobe InDesign
Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members

Armada, Bromsgrove, Midlands.

www.armada.co.uk/indesign-training-course.

January 2016

6-7   Advanced technical writing and new trends course
This a live Web course for delegates based outside the UK for the Cherryleaf Advanced technical writing & new trends in technical communication training. It comprises two, three-hour sessions.

www.cherryleaf.com/training/trends-in-technical-communication-workshop-advanced-technical-writing-techniques.

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...January 2016

11-15   Technical Authoring Training Programme

ISTC-accredited programme comprising:

- Introduction to technical authoring (1 day)
- Intermediate technical authoring (2 days)
- Advanced technical authoring (2 days)

Training in core technical authoring skills for new and experienced technical authors. Attend the complete programme, or just the module(s) relevant to your experience.

10% discount for ISTC members.

Armada, Bromsgrove, Midlands.

www.armada.co.uk/technical-author-training-course.

14-15   Introduction to Adobe Captivate

Learn how to develop web enabled e-learning modules and interactive software simulations.

10% discount for ISTC members.

Armada, Bromsgrove, Midlands.

www.armada.co.uk/captivate-training-course.

14-15   Introduction to Adobe Illustrator

Provides you with the essential knowledge you need to create shapes, work with type and layers and apply effects and styles, giving you the basics to build on.

10% discount for ISTC members.

Armada, Milton Keynes.

www.armada.co.uk/illustrator-training-course.

19-20   Introduction to Adobe Photoshop

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members.

Armada, Bromsgrove, Midlands.

www.armada.co.uk/photoshop-training-course.

25-26   Introduction to Adobe Photoshop

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members.

Armada, Milton Keynes.

www.armada.co.uk/photoshop-training-course.

28 **Advanced technical writing and new trends course**
This is the public classroom course for the Cherryleaf Advanced technical writing & new trends in technical communication training.

Training centre, central London.

www.cherryleaf.com/training/trends-in-technical-communication-workshop-advanced-technical-writing-techniques.

28-29 **Introduction to Adobe Illustrator**
Provides you with the essential knowledge you need to create shapes, work with type and layers and apply effects and styles, giving you the basics to build on.

10% discount for ISTC members.

Armada, Bromsgrove.

www.armada.co.uk/illustrator-training-course.

Events news

MORE INFO HERE: www.tceurope.org | colloquium@tceurope.org

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Events listings

December

1 **Thames Valley Area Group**
You are invited to design and bring along technical communication themed Christmas cards. All are welcome so please forward this to anyone who you think may be interested. If you would like to attend, please register via Eventbrite.

Plowden Arms, Shiplake Cross, Henley-on-Thames from 7:30 to 9:30pm.

https://www.eventbrite.co.uk/e/istc-thames-valley-group-meeting-1st-december-2015-tickets-19547767900.

January 2016

13 **South West England Area Group**
The general topic for discussion this time is 'structured authoring'. All are welcome and if you would like to attend, please register via Eventbrite.

George Inn, Bristol from 7:30 to 9:30pm

https://www.eventbrite.co.uk/e/istc-sw-england-area-group-wednesday-13th-january-2016-tickets-19544319586.

February

3 **Illustrator and fancy Wacom tablets**
Toner's Pub, 139 Baggot Street Lower, Dublin, Ireland, from 6:00-8:15pm

www.byol.ie/event-illustrator-wacom-dublin.html.

11 **ConveyUX 2016**
The fourth annual gathering of UXers in the Pacific Northwest.

Seattle, WA, USA

http://conveyux.com.

25-26 **tcworld India (6th annual conference)**
An international learning platform for Indian technical communicators and language professionals.

Bangalore, India

http://conferences.tekom.de/tcworld-india-2016/home.

March

2-4 **Interaction16**
Interaction 16 explores what's next in the context of the future of interaction design as a craft, as a profession, and design practice as a whole.

Helsinki, Finland

http://interaction16.ixda.org/program.

April

6-9   **Conference on College Composition and Communication (CCCC)**
Writing strategies for action.

Houston, TX, USA

http://www.ncte.org/cccc/conv.

10-12   **MadWorld 2016**
Premier technical communication and content strategy conference for technical writers, documentation managers and content strategists.

San Diego, CA, USA.

www.madcapsoftware.com/events/madworld.

16   **TCeurope Colloquium 2016**
The TCeurope Europe Colloquium 2016 will offer participants the chance to explore and discuss the new tools, methodologies, and skills that technical communicators must acquire and leverage in order to stay relevant and succeed in this challenging environment.

Porto, Portugal

http://tceurope.org/colloquia.

25-29   **6th International Learning Analytics and Knowledge Conference**
LAK16 will keep up the momentum generated in earlier conferences to define who we are as a community and how our research can impact the important decisions facing education today.

University of Edinburgh, UK.

http://lak16.solaresearch.org.

InfoPlus+ submission deadlines

If you have an article or other content you want to submit for inclusion in *InfoPlus+*, please note the following:
For feature articles, press releases, affiliate news and other general content, please ensure your submission arrives by 20th of the month prior to publication. For example, in the case of a June publication, copy should arrive by 20 May.
For ISTC news or event details, please ensure your submission arrives by 24th of the month prior to publication. For example, in the case of a June publication, news should arrive by 24th May. Every effort is made to ensure that *InfoPlus+* is published and distributed as early as possible in the month to which it relates. However, last-minute entries, adverts or cancellations can result in an issue being distributed up to a week into that month. Please bear this in mind when submitting time-sensitive information; especially if it concerns an event occurring in the first few days of the month.