

E-FORUM INVITATIONS & LAUNCH CHECKLIST

as of Wednesday, 16 September 1998

1. Fix E-Forum/E-Circular signature files so you are satisfied with them (Printout enclosed)
2. Prepare invitation message for UNEVOC Centres (adapt other invitation message)
3. Prepare invitation message for other interested professionals (Printout enclosed)
4. Adjust distribution list for other interested professionals
(see \\mail\listserv\announce-1st.txt)
5. Prepare procedure for providing E-Forum Printouts to those that request it
(We agreed on Friday that this would be postponed. You will handle the E-Forum archive manually to produce printouts on a case-by-case basis until you know how many will react to this offer)
6. Finalise E-Circular/E-Forum procedure
(updated 15.9.98. See 2.3.15 E-Circular/E-Forum section 1)
7. Distribute invitation message. Suggested procedure:
 - For UNEVOC Centres send as E-Circular
 - For other interested professionals send as a message in the E-Forum (by temporarily switching the filename of the E-Forum to `announce-1st.txt`)
8. Enable all addresses in the E-Forum list
9. Continue to process requests to join E-Forum as they are received
(Draft included as a section in “Step by step guide to common tasks” 15.9.98)
10. Prepare launch message (use first E-Forum message containing **content** as launch message)
11. At some point in the near future (at European Symposium in Greece?) distribute launch message!