

FHC Outreach News

Fisheries and Habitat Conservation

*"Healthy Fish and Wildlife, Healthy Habitats,
Healthy People and Healthy Economies"*

February 2005

Dr. Mamie Parker, Assistant Director

"California Dreamin'on such a winter's day....."



Upcoming Events:

- This month's FHC Academy workshop: **"SONEXIS WEB CONFERENCING"** Join IRTM staff to get hands-on experience running a web conference!

When: Thursday, February 24th, 1:00-2:00 p.m., Room 2073, 4501 N. Fairfax.
Reservations **REQUIRED**—Laptops must be checked by ITRM, too! (X2467).

CONGRATULATIONS to the FHC'ers that completed the **HOLDING SUCCESSFUL MEETINGS** workshop! It was a **SUPER** Kick-Off for the FHC Academy, and everyone, including the instructors learned a lot!!

A SPECIAL THANKS to **John Castellano** for his **EXCELLENT** talk on Cross-Cultural Communications! Feedback was **SO** positive, John will be giving this talk at our next All Hands Meeting— **DON'T MISS IT!!!**

Celebrating Habitat...

VOLUNTEERS NEEDED!

Celebrating Habitat is just around the corner—the week of March 7th will soon be here! Planning is moving forward and we need **LOTS** of volunteers to make this exciting week of events happen.

Here's a quick list of what we need:

- workers for the March 10th Celebrating Habitats Reception
- people to set up displays and the reception room
- people for tear down
- vehicles (and drivers) to transport items to the Rayburn Bldg in DC
- ward room staffing
- information packet assembly

And more to come!

To sign up...

Contact Laura Jones (x2176) or Carol Pollio (x2467) to sign up!

MARK YOUR CALENDARS! EVERYONE IS INVITED TO ATTEND...

THE NEXT FHC OUTREACH TEAM MEETING IS TUESDAY, FEBRUARY 15TH, 1:00-3:00 P.M. IN ROOM 800, ARLSQ.



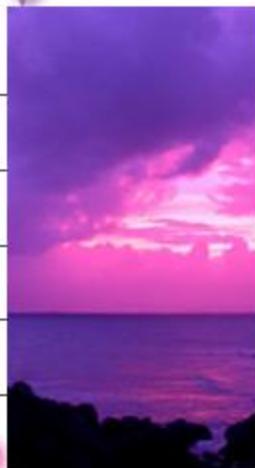
E-mail "Netiquette"



On Making Mistakes...

"The only real mistake is the one from which we learn nothing."

- John Powell



The FHC Outreach Mission:

"To create and share a passion for Fisheries and Habitat Conservation that unifies, engages, and inspires all our audiences."



1. **Write a meaningful subject line.** People scan the subject line and decide whether to open, forward, file or trash it. We get tons of e-mails every day—make this line count! Don't just say "Meeting." Try "Do we need a larger room for Friday's meeting?" Don't shout "Important!" in your subject line—what's important to you may not be to your reader.
2. **Keep the message focused and readable.** If you're covering a list of related items, number them. If they're not related, consider splitting them into smaller, more concise e-mails. Use normal fonts, plain language, and DON'T TYPE IN ALL CAPS (that's shouting!). 
3. **Avoid attachments.** If you can cut and paste text into the e-mail, do it. Only send attachments if the recipient needs it in document form.
4. **Identify yourself clearly.** Make sure the person receiving the e-mail knows who you are—sometimes you will need to briefly introduce yourself in the e-mail. Be sure to add a signature block to your outgoing e-mails.
5. **Be kind—don't "flame."** To "flame" someone is to send an abusive, personal attack in an e-mail. Remember, e-mail lives on longer than the spoken word—whatever you say WILL come back to haunt you!
6. **Proofread before you hit "send."** JUST DO IT!! AND set the "Spell Check" on your e-mail. With this automatically scanning your outgoing mail, there's no excuse for spelling errors!
7. **Don't assume privacy.** (See number 5.) If you wouldn't want your e-mail posted on the bulletin board, then don't write it! You never know where an e-mail will end up(!).
8. **Distinguish between formal and informal e-mails.** Using smileys or "LOL" may not be appropriate.
9. **Use "Reply to All" Sparingly.** We've all received those mistaken responses to a list-serv and they were pretty embarrassing! ALWAYS check the "To" box on your outgoing e-mails to make sure your snappy retort isn't going to unintended readers! (Or better yet, skip the snappy retort altogether!) 
10. **Respond promptly.** Prompt response is professional...even if you have to say, "I'm sorry, I can't help you right now" it's better than leaving the sender hanging.
11. **Show Respect and Restraint.** Don't ever send an e-mail in anger—save it as a draft and read it again later, when you've cooled down. If you think you've been insulted, ask for clarification—nicely— just in case you've misinterpreted. We've all written that e-mail that just didn't come out the way we meant it!

AND, don't forget that e-mail is subject to the Freedom of Information Act—and can be obtained by the public. ...just one more reason to take care and put forth professional and straightforward e-mails!