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Welcome to the 2007-2008 Chapter Year!

Although we haven't had a regular monthly meeting, the chapter year has started already. The 2007-2008 board members took office on August 1 and almost immediately began working on planning the programs and events for this chapter year. The first board meeting produced a wealth of program ideas, as well as a healthy to-do list!

Planning and communication for the annual Technical Publications and Online Communication Competition is well under way. You should have already received a post card announcement in the mail.

A survey of members is in progress to collect information on how we can make chapter events more relevant and accessible for members. If you did not receive a link to the survey via email, please contact one of the Co-VP/Programs Directors.

A few chapter officer positions remain open. Please contact the Chapter President for more details if you are willing to serve in one of these positions.

In the pages of this newsletter, you will find more information about the activities mentioned above, as well as a contact list of the officers for this chapter year. Please plan to be involved!

Your Opinion Counts

The chapter needs input from our members to help us plan events and programs for the upcoming year. The MTC Co-Vice President/Program Directors have sent a link to a brief survey to all chapter and email list members. Be sure to give us your input about which topics interest you most, ideas for future programs, and how the chapter can best serve our current members. If you did not receive the survey link, please contact Amanda Gaston or Emily Parker Hughes before September 17.

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SUBMISSIONS are welcome via email or email attachments. Send to Elaine.Jackson@Regions.com.

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ADVERTISING: We will publish advertisements for industry-related events free of charge. The newsletter editor, in conjunction with the chapter's governing board, reserves the right to refuse advertising submissions. Non-chapter member ads are limited in page size at the editor's discretion. We encourage advertisers to send promotional items to our chapter to be used to further promote the event. Publication of advertisement in the Communiqué does not constitute endorsement by STC or its members.

Upcoming Events

Following is a list of upcoming opportunities that may be of interest to STC MTC members. More events will be added to the calendar as the 2007-2008 schedule is developed, so check our website (www.stcmidtenn.org) often for the latest scoop.

September 11: First monthly meeting of the 2007-2008 chapter year. Joint meeting with Usability Professionals chapter will include a usability demonstration. See website for details and RSVP.

October 1: Deadline for entries for the chapter's 2007 annual competition. (More information on page 3.)

October 5: Deadline for judges to volunteer for the chapter's 2007 annual competition.

October 12: STC Regional Conference in Cleveland, OH. See national STC website for program details. (More information on page 5.)

If you have ideas for chapter events or if your company can provide meeting space for an event, please contact Amanda Gaston or Emily Parker Hughes.

2007-2008 Chapter Officers

Position	Current Officer	Contact Information
President	Amy Oldham	billandamy@bigfoot.com
Co-VP/Programs Directors	Amanda Gaston Emily Parker Hughes	amanda.gaston@us.schneider-electric.com emily.hughes@us.schneider-electric.com
Treasurer	Eileen Wollam	eileen.wollam@hp.com
Secretary	OPEN	
Director, Periodicals (Newsletter)	Elaine Jackson	Elaine.Jackson@Regions.com
Director, Publicity	Judith Meyer	Judith.meyer@hcahealthcare.com
Director, Membership	OPEN	
Director, Competitions	Betsy Smith	tennsmith@gmail.com
Competitions Judging Coordinator	OPEN	
Director, Employment	Jennifer Wendell	jbwendell@comcast.net
Webmaster	Stacie Baker	staciembaker@yahoo.com Stacie.baker@trane.com

International Competition – Call for Entries

It's time for STC's International Competition. The Middle Tennessee chapter is sponsoring competitions in the Technical Publications and Online Communication categories.

Entries that receive a Distinguished award compete in the International Competition. All award winners are recognized at the Awards Banquet scheduled for January 2008.

Fees for each entry:

\$20 for students

\$45 for STC members

\$60 for non- STC members

\$10 for each additional entrant

If a product is entered into more than one competition, the fee must be paid for each entry.

To enter the Technical Publications and Online Communication competition(s):

1. Review the detailed competition information on the Middle Tennessee chapter's website.
2. Complete the entry form. If you are submitting an online entry, be sure to complete the installation instruction section on the entry form.

<http://www.stcmid Tenn.org/competitions/EntryForm2007.doc>.

3. Prepare three copies of your online and/or technical publications entry.

4. Send your entries, entry forms, and entry fees to Betsy Smith, 2328 Londonderry Dive, Murfreesboro, TN 37129 or tennsmith@gmail.com by October 1, 2007. Make checks payable to Middle Tennessee Chapter STC.

Additional information about STC competitions is available on the national STC web site.

Judges Needed



By Betsy Smith
Director, Competitions

You can be a judge for the 2007 STC (Society for Technical Communication) Online Communication and Technical Publications (print) competitions! **Deadline to volunteer is Friday, October 5.**

Anyone with experience in the technical communication field, a publishing background, teaching experience, certifications by a professional organization, or related technical communication experience can judge. Judges do not have to be STC members. To volunteer, contact Betsy Smith at 615-217-2574 or tennsmith@gmail.com. Take advantage of this opportunity to review the work of others and possibly gain new ideas for your own projects.

Consensus Meeting

Each judging team will conduct the consensus meeting at its own convenience using the method of its choice: face-to-face meeting, email discussions, conference call, or teleconferencing. A Team Leader will be assigned who will act as a liaison to the Competition Manager, lead the consensus meeting, and communicate award levels and any Best of Show recommendations to the Competitions Manager. The consensus meeting must be held by November 5, 2007. Entries recommended for Best of Show will be judged by a separate group of judges.

How Judging Works

Step 1: Receive Entries, Forms, and Instructions

We will receive online and print entries from the Philadelphia Metro chapter and divide them among the judges. You will receive the entries you are to judge by mail or in person. The number of entries that you will judge depends on the number of entries we receive and the number of judges who sign up. You should receive the entries you are to judge by mid-October. You will also receive judging forms, instructions, and tips.

Step 2: Review Entries

You will have two to three weeks to view your entries, document your comments, and compile the scores for each entry using the STC Judging Forms.

Step 3: Compare Notes and Award Entries

You will participate in your team's consensus meeting by November 5, 2007. You will meet with the other judges who judged the same entries you did. Your group will discuss each entry, decide if an award should be given, and determine the level of award. If there are Distinguished winners, you will determine if any should be recommended for Best of Show. Your team will provide a statement summarizing why an entry deserves the Best of Show award.

Thank you for your interest in the 2007 STC Online and Technical Publication Competitions. Feel free to contact me with your competition and judging questions.

Member News

This area is reserved for brief news items about STC MTC members. If you have news of a birth, employment change, or another exciting event to share, please contact Elaine Jackson to include your news in the next issue.

Career Opportunity

Security Awareness / Policy Specialist (Technical Documentation) at HCA (Hospital Corporation of America)

This position is responsible for developing and implementing non-technical information security controls by working independently to gather information from roles and sources throughout Information Security, and IT&S as a whole to develop and deliver information security documentation, awareness, and training materials to diverse audiences. This role must demonstrate excellent written and oral communication skills, a good understanding of information security tools and concepts, the ability to manage multiple priorities simultaneously, and the application of decision-making and critical thinking skills. A candidate for this position must be proficient with applications used to create and edit documents, presentations, email, and web pages.

- Develop paper-based and on-line information security technical reference documents (e.g. guidelines, standards, procedures, processes). Design and implement formal methodologies for producing documentation. Drive consensus on content-specific issues among a variety of subject-matter experts. Identify audience requirements and ensure they are met.
- Develop and deliver written communications to corporate and facility personnel. Convey difficult or complex material in an easy-to-understand style and manner. Ensure others understand the critical elements of effective and efficient written communications. Use a broad range of techniques in communicating complex ideas to diverse populations.
- Develop and deliver information security training and awareness program materials. Collaborate on content-specific issues with a network of subject-matter experts. Develop and deliver users' guides for complex applications. Evaluate the benefits and disadvantages of various training delivery methods and select the appropriate method based on content and audience.
- Maintain knowledge of information security concepts, tools, and industry trends. Participate in educational opportunities to build understanding of authentication, authorization, auditing, logging, monitoring, virus detection, network security components, firewalls, operating systems security controls, cryptography, encryption, wireless security controls, physical and environmental safeguards, user account management, incident response, incident detection, risk and vulnerability assessment, identity management, disaster recovery, business continuity, confidentiality, integrity, and availability.

Qualifications:

- College Graduate Preferred
- Minimum of 3 years experience required.
- Extensive experience with: MS Word, Outlook, PowerPoint and Acrobat
- Working experience with: MS Office, DreamWeaver, Photoshop and RoboHelp
- Understanding of: HTML & Visio
- Demonstrates: Customer service, Attention to detail, Initiative, Time management, Relationship management, Conflict management, Problem solving, Oral communication, Teamwork, Meeting management and Creativity

If interested in this position, please apply on-line to hcahealthcare.com (MP-60469749)

We welcome postings for open technical communication positions on our website. Send relevant position details to Amy Oldham for posting on our website and inclusion in our newsletter.

The Crucial Communicator – Regional STC Conference

Mark Friday, October 12 on your calendar for the [STC Regional Conference—The Crucial Communicator!](#)

Join host chapter, NEO STC, and special guests, ISO JTC 1 SC7/WG2, the international experts in standards and user documentation, for a knowledge-packed event focused on how technical communicators can become more indispensable in the workplace.

Keynote speaker, Dr. Melvin Smith of Case Western Reserve University, will address Emotional Intelligence in the workplace. Classes and vendor sessions will enable you to gain tips and skills on how to enhance your career and professionalism.

The conference will be held at the Hilton Garden Inn and Gateway Conference Center in downtown Cleveland, Ohio.

Links to event, biographical, and lodging information are available on the STC MTC website.

Say What?

Below are the “instructions” from a stepping meter that was distributed as part of a health insurance company’s better health and fitness campaign. The device was given away free to any member who requested one, and it was also handed out at trade shows and health care-type conferences. The original instructions are printed on a 5x5 inch square of paper that accompanied the stepping meter. See if you can figure out how to operate the device, And whatever you do, don’t wear it on the moon!

Stepping Meter

Product Characteristics

Counting the Step

Wearing Instruction

- 1) When Starting to count the meter, the display show “00000”
- 2) Using the clip that behind the unit to fix the stepping meter horizontally

Operational Manual

- 1) This stepping meter can only count correctly under the flat plant.
- 2) Under the following condition, the stepping meter can’t count correctly:
 - (i) Moon Walking, Wearing Sandal
 - (ii) When walking in the tricky condition.
 - (iii) Vibration without walking
- 3) The stepping meter can be reset by pressing “Reset” Button

Battery Replacement

Loosen the battery cover, remove the old batteries and replace with AG13 or equivalent type new batteries and fasten it back

STATIC CHARGE WARNING

The product may freeze due to electrical static charge affect, if it happens, the unit can recover by re-insert the battery, please refer to Battery Replacement procedure

Get the latest scoop!

Middle Tennessee Chapter
www.stcmidtenn.org

National STC
www.stc.org

