



ASTP
A World of
Knowledge
Transfer

How to initiate a new SIG



What is a SIG?

Special Interest Groups (SIGs) are communities within ASTP composed of members with a shared interest in a specific area in knowledge/technology field.

Joining a SIG allows you to collaborate, network, learn from each other, share, experiences or problems, and have meaningful discussions or produce solutions within the particular area.

SIG membership requires you to be an ASTP member.

How can ASTP support your SIG?

ASTP HQ will provide all SIGs with support and facilitate all activities in achieving their goals and objectives, such as:

- Hosting regular (digital) events (Zoom, Mural, Airmeet, Teams, etc.)
- Providing a slot in the programme of Annual Conference (either in parallel with ASTP events or as stand-alone events with ASTP branding)
- Hosting regular calls/meetings with coordinators
- Generating SIG-specific newsletters and supporting online forum
- Encouraging and expanding ASTP Digital Resources with policies, templates, and case studies
- Providing visibility via all our communication channels e.g. ASTP newsletters, news articles, blogs, social media, etc.
- Facilitating the SIG with other activities e.g. conducting surveys, etc.



How to initiate a SIG

Any ASTP member may propose the initiation of a new SIG. If you would like to form a new SIG or get involved these are the next steps :

- 1. Name of the proposed SIG (should be specific and self-explanatory)**
- 2. List of a core group of volunteers who will lead the proposed SIG (max of 5 individuals from different countries and organisations) including an indication of how the group's leadership will be rotated.**
- 3. List of a minimum of 5-10 people from different countries and organisations, who are interested in joining the SIG.**

Next event per SIG (within 4 weeks) – ‘SIG Launch webinar’, provisional agenda:

- 1. Detailed outline of scope and goals of proposed SIG and how it relates to ASTP (max of one A4 page). Note that it is possible to form a SIG with either short-term or long-term purpose/objectives.**
- 2. Annual output: list of planned/anticipated activities e.g. workshops, regular meetings, newsletters, publications, etc., of which a minimum of one on the list should be realised per year.**

What's next for new SIGs?

Contact ASTP who shall provide support to the group in the establishing the SIG by:

- 1. Announcing an outreach call of interest via all communication channels such as the website, newsletters, and social media**
- 2. Providing the group with an online forum within the members' area of ASTP website, which can be used to communicate, post discussion topics, and share files**
- 3. Hosting an initial webinar with all interested people to define the scope, goals and activities of the SIG.**
- 4. Officially launching the SIG**



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