

External Affairs Portfolio: Publications and Key Communications Activity 2014-15

Glossary of publications

Title	Description	Website
<i>Alumni books and learning digest</i>	Monthly email summary of news, events and offers relating to books and learning opportunities	www.alumni.ox.ac.uk/books
<i>Alumni events digest</i>	Monthly email summary of events which are of interest to alumni.	
<i>Alumni Travel Programme brochure</i>	Annual publication printed each September to promote programme of academic trips to the alumni community	www.alumni.ox.ac.uk/travel
<i>Alumni Travel Programme preview brochure</i>	Annual publication printed each spring to promote programme of academic trips to the alumni community	www.alumni.ox.ac.uk/travel
<i>Alumni Weekend</i>	Programme for the annual Alumni Weekend, published online and in print.	www.alumniweekend.ox.ac.uk
<i>Annual Review</i>	Review of the previous academic year, published online at the start of Hilary term, with a shortened print version also available	www.ox.ac.uk/annual-review
<i>Blueprint</i>	Magazine for staff of the collegiate University; published six times per year	www.ox.ac.uk/blueprint
<i>Campaign Report</i>	Printed review of the <i>Oxford Thinking</i> Campaign mailed annually to all Campaign donors. Email sent to all alumni to inform them of progress of the Campaign.	www.campaign.ox.ac.uk/campaign
<i>Development News Digest</i>	Biannual internal e-newsletter from the Development Office containing a summary of development-related news from across the collegiate University	
<i>Explore the University</i>	Map of the University of Oxford, distributed free to tourists and the public	
<i>Financial Statements</i>	Annual publication which consolidates the accounts of the University and its subsidiary companies and associated bodies for the previous financial year.	www.ox.ac.uk/financial_statements
<i>Gazette</i>	Authorised journal of record of the collegiate University; published weekly from September to July (with brief breaks in the Christmas & Easter vacation)	www.ox.ac.uk/gazette
<i>North American newsletter</i>	Twice-yearly printed newsletter for alumni living in the US, Canada and Mexico, providing news items and upcoming events	www.oxfordna.org
<i>Oxford in Brief</i>	Printed booklet providing facts and figures about the collegiate University	www.ox.ac.uk/about
<i>Oxford in North America Events</i>	Programme for the biennial alumni events in North America, published online and in hard copy	www.oxfordna.org

Title	Description	Website
<i>Oxford Today</i>	University's alumni magazine; two print editions are published each year and twelve monthly online updates	www.oxfordtoday.ox.ac.uk
<i>OT Extra</i>	Monthly longer-length alumni bulletin sent on the first Friday of each month	www.alumni.ox.ac.uk/the-new-ot-extra
<i>OT Weekly</i>	Weekly mini bulletin sent each Friday, alerting readers to online-only features and content on the <i>Oxford Today</i> website	www.alumni.ox.ac.uk/otweekly
<i>PVC's Update</i>	Termly newsletter from the Pro-Vice-Chancellor (Development & External Affairs) detailing activity relating to Development, Alumni Relations, Public Affairs and International Strategy	www.ox.ac.uk/staff/publications
UAS Conference	Biannual training and information events for University and college staff involved with or interested in administrative activities	www.admin.ox.ac.uk/uasconference
<i>University Calendar</i>	Compendium of information about divisions, departments, colleges, committees and University officers, published by OUP each academic year	www.ox.ac.uk/gazette/calendar
<i>US Bequest Mailer</i>	Annual mailing to select US alumni and friends re legacy gifts. The mailing is coordinated by the North American Office (Planned Giving), with colleges invited to take part.	
<i>US Planned Gift Mailer</i>	Annual mailing to select US alumni and friends. The mailing is coordinated by the North American Office (Planned Giving), with colleges invited to take part.	

Michaelmas Term 2014

Date	Publication / activity	Audience	Lead department	Contact
25 September 2014	First <i>Gazette</i> of term	Members of Congregation	Public Affairs	Dawn Doohar
1 October 2014	UAS Conference	Admin staff in the University and colleges	Public Affairs (& AAD)	Susannah Wintersgill
3 October 2014	<i>OT Extra</i>	Alumni	Alumni Relations	Alison Edwards
15 October 2014	<i>Campaign Report</i>	Donors	Development Office	Suzy Ingram
16 October 2014	<i>Oxford Today</i> (print version)	165,000 alumni in the UK and overseas	Public Affairs	Anne Brunner-Ellis
October 2014	North American newsletter	Alumni in the US, Canada and Mexico	North American Office	Jo Ann Corey
October 2014	<i>2015 Travel Programme print brochure</i>	UK alumni over the age of 46 in receipt of <i>Oxford Today</i> magazine	Alumni Relations	Natasha Stein
October 2014	<i>Alumni Weekend in Europe (Vienna) launch</i>	Alumni, particularly those in UK and mainland Europe	Alumni Relations	Maya Evans
7 November 2014	<i>OT Extra</i>	Alumni	Alumni Relations	Jennie Courtney
November 2014	US Planned Gift Mailing	Select US alumni and friends	North American Office	David Stiles
November 2014	<i>Alumni events digest</i>	Alumni	Alumni Relations	Jennie Courtney
November 2014	<i>Books and learning digest</i>	Alumni	Alumni Relations	Jennie Courtney
27 November 2014	<i>Blueprint</i>	University staff	Public Affairs	Susannah Wintersgill
5 December 2014	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
11 December 2014	Last <i>Gazette</i> of term	Members of Congregation	Public Affairs	Dawn Doohar
December 2014	<i>Alumni events digest</i>	Alumni	Alumni Relations	tbc
December 2014	<i>Books and learning digest</i>	Alumni	Alumni Relations	tbc
December 2014	<i>PVC's Update</i>	University staff	External Affairs Office	Susannah Wintersgill
December 2014	Christmas cards	Donors to <i>Oxford Thinking</i> Campaign	Development Office	Joanne Bason
December 2014	Christmas cards	Donors to Americans for Oxford and North American volunteers	North American Office	Jo Ann Corey
December 2014	<i>Development News Digest</i>	Development staff in University & colleges	Development Office	Joana Martinho
End of Dec 2014	Financial Statements	University staff and external stakeholders	Public Affairs (design), Finance Division (content)	Ben Heath, Finance Division

Hilary Term 2015

Date	Activity	Audience	Lead department	Contact
2 January 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
15 January 2015	First <i>Gazette</i> of term	Members of Congregation	Public Affairs	Dawn Doohar
22 January 2015	<i>Annual Review</i>	Congregation, donors and stakeholders	Public Affairs	Anne Brunner-Ellis
January 2015	<i>Alumni events digest</i>	Alumni	Alumni Relations	tbc
January 2015	<i>Books and learning digest</i>	Alumni	Alumni Relations	tbc
5 February 2015	<i>Blueprint</i>	University staff	Public Affairs	Susannah Wintersgill
6 February 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
February 2015	Oxford in North America Events	Print copies to locations where events taking place and email to all NA alumni	North American Office	Jo Ann Corey
Mid-February 2015	Undergraduate Prospectus	Prospective students	Public Affairs (design) Undergraduate Admissions (content)	Paul Chinn (design) Helen Charlesworth (content)
February 2015	<i>Alumni events digest</i>	Alumni	Alumni Relations	tbc
February 2015	<i>Books and learning digest</i>	Alumni	Alumni Relations	tbc
6 March 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
24 March 2015	UAS Conference	Admin staff in the University and colleges	Public Affairs (& AAD)	Susannah Wintersgill
26 March 2015	<i>Blueprint</i>	University staff	Public Affairs	Susannah Wintersgill
26 March 2015	Last <i>Gazette</i> of term	Members of Congregation	Public Affairs	Dawn Doohar
End March 2015	<i>PVC's Update</i>	University staff	External Affairs Office	Susannah Wintersgill
March 2015	<i>Alumni events digest</i>	Alumni	Alumni Relations	tbc
March 2015	<i>Books and learning digest</i>	Alumni	Alumni Relations	tbc
March 2015	<i>Oxford in Brief 2015</i>	Visitors, stakeholders and the media	Public Affairs	Clare Woodcock
3 April 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
April 2015	<i>Alumni events digest</i>	Alumni	Alumni Relations	tbc
April 2015	<i>Books and learning digest</i>	Alumni	Alumni Relations	tbc

Trinity Term and Long Vacation 2015

Date	Activity	Audience	Lead department	Contact
April 2015	<i>Explore the University</i>	Tourists and members of the public	Public Affairs	Clare Woodcock
16 April 2015	<i>Oxford Today</i> (print version)	165,000 alumni in the UK and overseas	Public Affairs	Anne Brunner-Ellis
23 April 2015	First <i>Gazette</i> of term	Members of Congregation	Public Affairs	Dawn Dooher
1 May 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
21 May 2015	<i>Blueprint</i>	University staff	Public Affairs	Susannah Wintersgill
May 2015	<i>Alumni Events Digest</i>	Staff working in alumni relations	Alumni Relations	tbc
May 2015	US Bequest Mailer	Select US alumni and friends	North American Office	David Stiles
May 2015	Alumni Weekend brochure	Alumni, University staff	Alumni Relations	tbc
June 2015	<i>Development News Digest</i>	Development staff in University & colleges	Development Office	Joana Martinho
5 June 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
June 2015	<i>Alumni Events Digest</i>	Staff working in alumni relations	Alumni Relations	tbc
Late June 2015	<i>PVC's Update</i>	University staff	External Affairs Office	Susannah Wintersgill
June / July 2015	North American newsletter	Alumni in the US, Canada and Mexico	North American Office	Jo Ann Corey
3 July 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
23 July 2015	<i>Blueprint</i>	University staff	Public Affairs	Susannah Wintersgill
23 July 2015	Last <i>Gazette</i> of term	Members of Congregation	Public Affairs	Dawn Dooher
July 2015	<i>Alumni Events Digest</i>	Staff working in alumni relations	Alumni Relations	tbc
7 August 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
Mid-August 2015	Graduate Prospectus	Prospective graduate students	Public Affairs (design) Graduate Admissions (content)	Paul Chinn
August 2015	<i>Alumni Events Digest</i>	Staff working in alumni relations	Alumni Relations	tbc
4 September 2015	<i>OT Extra</i>	Alumni	Alumni Relations	tbc
End Sep 2015	<i>University Calendar 2015/16</i>	University staff	Public Affairs	Roz Cuomo