



Dear UKSEDS Branch Contact,

If you are a new branch, you will have the opportunity to set up a web page for it. See below the checklist of the guidelines for the content of the branch pages. Please send these details in Microsoft Word format at the earliest opportunity to [branches@ukseds.org](mailto:branches@ukseds.org), as well as the webmaster at [webmaster@ukseds.org](mailto:webmaster@ukseds.org).

1. Society logo
2. A welcome: 3-5 sentences maximum
3. Overview of activities in your branch (1-2 paragraphs)
4. Branch-specific events
  - a. At least three space events in the remainder of this year in which young people in your area would like to participate.
  - b. Please include for each a time/date, 3 sentence maximum description of the event with a weblink.
5. Interesting web-links for your city, university department and relevant space-related areas of interest.
  - a. At least three links of interest to young people in your region. Please include the weblink and name of organisation/event it refers to.
6. Branch pictures (maximum 5)
7. Society social media links (and e-mail address if you want this included)

Once the page has been set up it will be reviewed by the Secretary of UKSEDS. The page will be available to the public after approval. You may need to include additional information if required by the Membership Officer to update your branch page with more information about space science, astronomy and aerospace activities, as well as other developments at your branch. It may take a few weeks to get approval.

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