

# Section 6:

# Communications inside and outside the CoLab

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# Section 6a: Slack management

The Slack admins facilitate adding members to the workspace, managing shared channel requests and archiving channels when necessary. They also enforce the Vibrant Active Space policy which can be found here: <https://www.perma.earth/maintaining-a-vibrant-and-active-space/>

You can contact @slack-admin simply by tagging this user-group in your message on any channel.

User-groups can be created and edited by all CoLab members, we ask that you use this feature responsibly.

# Section 6b: Social media links

All CoLab members can contribute to the CoLab social media accounts, send a message to the #coLab-communications-engagement channel to find out how best to do this.

LinkedIn: <https://www.linkedin.com/company/pcCoLab/>

Youtube; [https://www.youtube.com/channel/UCMzGMATF\\_W3R5Uv9kWVKZPA](https://www.youtube.com/channel/UCMzGMATF_W3R5Uv9kWVKZPA)

# Section 6c: Mailing lists

The internal mailing list includes:

- CoLab members: defined here as all members of the CoLab Slack as per the above
- Other mailing lists may be created as a tool for specific projects eg: Next Steps Contributors / Emergent Festival Participants etc.

External mailing lists include:

- General newsletter mailing list: This is the main newsletter people sign up to on the website.

All CoLab members may submit internal communications to #colab-communications-engagement and external communications to the #CoLab-newsletter for publication, keeping in mind the audience and which mailing list should be used.

Circles may also request to set up their own mailing list sign up and dissemination if they have the capacity to administer it within their team.

If a working group / project is reaching out to people outside the CoLab and presenting themselves as from the CoLab it is a requirement that the @general circle is notified *before* this is done. Notification can be a short message to the general circle channel. This is not to limit activity but to increase awareness around how the CoLab is interacting with others externally.

# Section 6d: Contact email

[contact@perma.earth](mailto:contact@perma.earth) – This is the main email address to be used for newsletters and requests unless the circle / project / working group / micro-enterprise have their own email

Access to this email is provided to those groups who need it. The communications team manages this email account you can message them using the @comms-engagement usergroup tag on slack.

The only request is that emails are kept in an orderly way and filed away when dealt with to avoid duplication of work or accidental deletion of mail for others.