



AASPIRE

Academic Autistic Spectrum Partnership in Research and Education

Email format

New email threads should use the following headers:

Purpose:

Actions:

Deadline:

Stipend:

Main points:

Details:

Responses do not need to use these headers.

Similarly, if the content of content of the email is information only (i.e. For Your Information - FYI), then you can choose to only mention that it's FYI at the start and not use the headers.

There is a "silence = compliance" policy with email discussions. If a person does not write back by the deadline, it is assumed they are ok with any decisions the rest of the group makes.

Ways to contribute

People can contribute in any of the following ways:

- In the group meetings
- In email either to the group or to the individual requesting feedback
- In a private chat that's set up with staff or the individual requesting feedback
- In an in-person meeting, if you live near staff or the individual requesting feedback
- In a phone call with staff or the individual requesting feedback

How you contribute is up to you, and it's okay to use different methods at different times, depending on how you feel and what your schedule is like.

End of Discussion Policy

After the group comes to consensus, discussion is closed. Members can ask to reopen discussion, but need to specifically state why they believe it is necessary to do so.