

Art and Design team Meeting Minutes – September 18th

Present – Vishaal, Katie, Katharine, Judith, Ruth, Clare, Lucy, Melania

1. Magazine Update

- Over summer we received about 15 articles which are in various stages of proofreading. We have 7 articles of 1500+ words in length and then shorter articles.
- Joel is working on our website. It will go up on the internet for the public to see on Monday 22nd September. If you want to see it now the link is <http://www.uclmedsin.org/home.htm> The website will allow students download a PDF file of the magazine.
- The provisional release date of the magazine is October 25th at the Medsin UCL conference. This may be pushed back to Monday 27th October but our deadline for the printer remains the same

2. Printing

- At the moment we have quotes for 500 copies of a 32 page A4 magazine double stitched, 130 gsm, gloss, full colour. The printers will need the magazine in a PDF file
- There is a 1 week turnaround time for printing 500 copies so we must have the magazine fully ready by Friday 17th October

3. Magazine Layout

- **Software** - It was decided that we should use MS Publisher to design the magazine as most people have access to it and it is quite easy to use. Adobe InDesign and Quark software were also discussed though these are not easy to get hold of and are expensive
- **Page layout** - The page layout will depend on the section of the magazine. Most important for now is to determine the layout of the feature-length articles (1500+ words) Each member of the team decided they would come up with different page layouts and designs for an article
- **Header and Footer** – This should include issue number, month/year of release, Medsin UCL website address, page number and name of magazine (once we think of it!)
- **Samples** – Katharine showed some printed samples of her work on the front cover using MS Publisher. It looked very good so we are confident MS Publisher will suit our needs. For those of you that do not have Publisher you can download a free 60 day trial from the MS Office website

- **Colour Scheme** – general consensus was that this could be decided nearer the deadline as it is quite easy to change on Publisher

4. Other Magazines

The design of other student-run global health magazines was looked at. Here are the links to these magazines. Please use them as a guide, they are very helpful:

- **Juxtaposition** - <http://juxtaposition.sa.utoronto.ca/index.html>
- **Health and Humanity** - <http://www.medsinbristol.co.uk/mag/index.php>
- **Global Medicine** - <http://www.globalmedicine.nl/index>
- **MSI** - <http://www.ifmsa.org/ifmsa/publications/medical-students-international-magazine/>

We particularly liked the Juxtaposition magazine in terms of design and layout so have a look at that.

5. Design of Each Section

As mentioned before each section of the magazine will require a slightly different layout. Here are the main sections of the magazine:

- **Front Cover** – see later
- **Contents, meet the team and welcome page** – we will incorporate these 3 items onto one page
- **Letters** – one page section. We can design this later, once we have received all the letters
- **Photo section** - see later
- **Current Affairs** – 3 or 4 page section which will hopefully look like the Tidbits section in the Juxtaposition magazine. Again we will design this once we receive the articles
- **Reviews** – The pictures for this will be book covers/film scenes so quite easy. I have the reviews so we can start working on this section
- **Trips Abroad** – 3 or 4 page section. These articles still need some work so we cannot design this section yet. The pictures will mainly be photos of people's trips
- **Feature Length articles** – these need the most work. They are currently large blocks of text which are not very appealing! We need to break up the text with pictures and also need to add headlines. We must start working on these now

- **Adverts** – we will have one A4 page MPS advert which will hopefully be given to us fully designed. We will also have 5-6 half page adverts from Medsin UCL Projects which will hopefully come fully designed. So I hope this section will not require much designing from our team

6. **Photos/Pictures**

- **Photo Section** – people were keen to have a photo section but this depends on whether we get enough photos submitted! Maybe best in the 2nd issue after advertising the idea to students
- **Pictures** – we need to incorporate many pictures/diagrams etc throughout the magazine and especially within the longer articles. This is so important. We need to find appropriate pictures. This is a priority. Always source your pictures so we can get permission to use them from the source if needed

7. **Front Cover**

- This can be considered once we have a name for magazine. The best articles will be advertised on the front cover

8. **Magazine Name and Logo**

- This is very important! We must think of a catchy name which implies global health. When you think of a name also think of a logo that goes with it. We were thinking a world map is a good basis for our logo, everyone come up with ideas!

9. **A5 Flyer**

- We needed an A5 flyer to distribute to students at Freshers Fayre. These flyers can then also be put in the union and in departmental common rooms. Try to come up with designs by Sunday 21st September

10. **Next Meeting**

- Once everyone has had a chance to work on a few designs/layouts using Publisher we plan to meet to discuss ideas. I will send an email round about meeting. **It will be in the evening next week** and we will have access to Publisher!