

HOW WE WORK...

We have moved offices so please update your records as follows:

the **HRDIRECTOR**

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Unless stated otherwise below, the general e-mail address is editor@thehrdirector.com

FORWARD FEATURES

We will undoubtedly add or amend features during the year so that we can respond to 'hot topics' or investigate subjects in greater depth where appropriate – the best way to keep up-to-date is to check our website regularly, as any changes will be posted there immediately.

the **HRDIRECTOR INTERVIEW**

Each month we include an exclusive interview with a top HR director. Since we only have 11 opportunities for this during the year, we are very selective regarding who we profile. However, if you have a client you would like to propose for this section, please contact us with an explanation of what they could offer within the interview.

WEBSITE FEATURES AND CASE STUDIES

We commission four shorter features/case studies/comment pieces specifically for the website each month, which expand on topics covered in the magazine. These used to be password restricted but from May onwards we will be making them available for everyone to view. If you have a story that is too late for inclusion in the magazine, it's possible that it will be in time for this web area, as our lead times are much shorter. Also, since copy length for such pieces is approximately 650 words, we are happy to accept ideas sent expressly for the members' area – please send them to lea@thehrdirector.com and mark them as for the web.

GENERAL INFORMATION ABOUT OUR PROCESSES

the **HRDIRECTOR** is feature led, and we always include case studies, strategy and comment from key organisations and industry experts. We only cover HR news items on the website and legislative news in the In Brief section of the magazine. We can assure you that every press release is read (scanned, at least!) so it generally isn't necessary to call to check that we've seen it. After this, it would be dealt with in one of the following ways:

1. If it's the type of news item that we do cover on the web, it will be saved and used for that purpose quite quickly. We do not notify you if we are going to use it – you will need to keep scanning the website, or ensure that the magazine and website are covered by your cuttings agencies. However, we don't cover news of M & As, client wins etc, so please bear this in mind when you send us press releases.
2. If you are working with a new client and have some interesting case studies or comment that is relevant to a feature in a future issue, please do send us the information as it will be kept for use as background to that feature – but it's not worth ringing to see if we are going to use it as a news piece!
3. If it's news of an HR appointment, appropriate to our readership (HR directors, HR senior managers, board appointments or similar HR roles), we will use it on the 'Movers and Shakers' section of the website, **BUT ONLY IF** it is accompanied by a photograph. Again, we do not usually notify you of this usage, so you will need to check regularly. Please send appointments to lea@thehrdirector.com
4. Ideas for features, comment or case studies that are appropriate for the issue that the editor is commissioning at the time, will be considered within a short time after receipt. If we want to use them or discuss them further, we will contact you. If we don't think they are suitable we do try to reply, but on some occasions this may not happen – as you can appreciate, we are sent a large number of releases every day.
5. Ideas for features, comment or case studies that are appropriate for issues later in the year, will be filed for consideration nearer to the time. It has been known for us to contact a PR agency several months after they have sent a release – so when we say we file releases appropriately, we honestly don't mean we just put them in the bin!
6. If you pitch a completely new idea for a feature, we will always reply – but it may not be very quickly.

Finally, I would also like to make a quick comment about the name of our publication – the **HRDIRECTOR**. We would appreciate it if you do refer to the magazine correctly – often it is called HR Director, HR magazine, the HR director etc, none of which are correct, and some of which start to blur the boundaries between ourselves and other HR magazines in the sector. Thank you for your help in keeping our brand clear and intact!

We look forward to working with you in the future.

The Editorial Team