

DIRECTORS LAB WEST

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About the Directors Lab West I.O GROUP list

We have established an Email group for the Alumni of Directors Lab West. You will be automatically invited to the Group list by the coordinator and will be notified regarding your addition to this list. If at any time you **do not want** to be on this list **you must "unsubscribe!"**

This group list, if you have ever been on one, is a *GREAT* resource but it already has established parameters as an information exchange list as opposed to a "chat" line.

The following are some suggested guidelines to get started,

The owner of the Directors Lab West Group has moved the group to Groups.io, a new Groups service. The title of the new group is, Directors Lab West Group and messages can be sent to it directorslabwest@groups.io

Groups at Groups.io are similar to Yahoo Groups, but we have several new features and we encourage you to explore the Groups.io website. If you have never registered with Groups.io before, your account will not have a password set yet. To log in, you can use the 'Email me a link to login' button to have a link emailed to you that will let you log into the website. If you have any questions, please contact support@groups.io.

Cheers,

The Groups.io Team

- **Know who you are replying to.** DO NOT automatically just press "reply" on your computer. (Many people have been privy to when people were going to meet for personal lunches and meetings because someone responded to the entire list.)
- **This an information exchange list.** If you would like to post an "I need help" question, please provide your personal email address to get answers directly.
- **To respond to an individual** PLEASE take time to copy the address from the person requesting the info and reply directly and only to that person.
- **If you are responding to someone's personal inquiry** but you feel it would be beneficial to the whole group it is not uncommon to respond to the whole List.
- **When replying to general list messages**, use the "reply to all" (usually the default setting) feature of your email program to send the response back to the list. Use this feature **ONLY** if the info is requested and valuable to all on the list.
- **During a Political Season** there are MANY other places to post and discuss political views. Please be aware of the diversity of opinion and respectful of all. Please keep this list focused on the art of creating theatre.

Trouble shooting only:

Ernest Figueroa -Founder Directors Lab West info@ernestfigueroa.com

Anthony Runfolo NYC-LCT Lab '98 anthon@qwest.net

They set up the I.O List and hopefully he'll be able to answer your questions.

This is a private list and no one outside of the Lab can just join. They must be added only an Administrator.

NEW Group list instructions – By Mike Ward –'03 Lab West

Greetings folks -

The group is a great way to get information about events as well as do projects that are community building.

However, if the group isn't used properly, then everyone in the group gets unwanted e-mail that doesn't pertain to them and yet, they still have to weed through (regardless of digest or individual mail settings).

We seem to go around about this many, many times a year, so here is another reminder:

When a person has an event that you would like to attend, and you need to RSVP, get directions or find out more information do NOT click "Reply" - it goes out to the entire group. The group doesn't need your RSVP but the person planning might.

If your question is specifically to the person holding the event, click on their e-mail address or copy & paste their address into your e-mail program.

What may also help (I've been guilty of this in the past, so I'm recommending it now!) is to include all of the information about the event: Street Address (and cross street if possible), Start/End Time, Company Web site URL for further information, if RSVPing is necessary (and if so, where does that go to).

By putting as many details as possible, then we don't have cross-talk about items not pertinent to 80 to 90 percent of the group.

The only time to click on Reply instead of the email link for the Individual sending out the original e-mail is when a group conversation is occurring and you want to be a part of that string of dialogue.

Topics from technique to working through text issues, to one of the many issues that have come up over the past few years.

That is the other purpose of the group: to build community.

If we can be mindful and balance the two approaches to using the group, then I think we will maximize our efforts.

Thanks much-
Mike