***Information Memorandum***

**WHAT IS THIS TEMPLATE FOR?**

To convey information that you want the President to know or that the President requested you to provide. Information memoranda ***do not*** present issues for decision or action by the President, ***nor*** briefings for upcoming functions.

**INSTRUCTIONAL NOTES**

Please DO NOT copy this cover page, instructional notes and examples between brackets like [this] in your actual memo.

Quality control is the responsibility of each AUC member whose name appears on the memo.

The text should be free of errors of substance and form. Please run the content of your memo by [Grammarly](https://app.grammarly.com/) and refer to [AUC’s editorial style guidelines](https://www.aucegypt.edu/campus-life/services/editorial-style-guide).

Please fill in the information memo below, print it and have it signed as indicated, before submitting it to the President.

**INFORMATION MEMORANDUM**

TO : President

FROM : [Insert name and job title of individual taking primary responsibility for

content and presentation. Any member of the AUC Community may send an information memo.]

*………………. [sign here after printing] …………….*

DATE : [Insert date of submitting the memo to the President]

THROUGH : [Insert name and job title as appropriate to demonstrate coordination through the supervisory chain, e.g. Cabinet Member/Dean. Sender may omit supervisory transmission for unusually sensitive or personal matters intended deliberately for direct transmission in confidence to the President.]

*………………. [sign here after printing] …………….*

CC : [Insert name of relevant offices for post facto coordination with other AUC seniors on issues inter-disciplinary import. This indicates that the briefer recognizes that CC’d party likely has at least a passive executive interest in the subject matter]

SUBJECT : [Insert addressed topic]

[Briefly present the information judged of interest to the President, on any matter.]

**Attachments:**

[Attachments, such as graphs, tables, maps, separate articles, etc… may be useful to present further information beyond that summarized in a page or two in the memorandum. List and describe any attachments separately as drafter deems useful - Examples:]

* Tab 1 - [e.g. Cited article by Professor X from latest edition of The Cairo Review.]
* Tab 2 - [e.g. Related articles by X on the same controversy]

**Memo Drafter:**

By: [Name] [Title] [Office] [Office phone extension and after-hours personal cellphone #]

Date: [Insert date of drafting]

In coordination with: [Name] [Office] [Office phone extension and after-hours personal cellphone #]. [Remove if not applicable].