



## Frequently Asked Questions (FAQ) for the tg-I at the ISTT web server

The **tg-I home web page** is at: <http://www.transtechsociety.org/transgeniclist.php>

The **tg-I subscription web page** is at:

<http://transtechsociety.org/mailman/listinfo/transgenic-list>

### What type of list is the tg-I?

The transgenic-list [tg-I] is public (open to anyone who wishes to subscribe, including ISTT members and non-members alike, but subject to email address verification), unmoderated (messages will not be altered by the list administrator and are posted as they are received), closed (only subscribers may post and read messages) and hidden (messages distributed through the tg-I are not publicly available, tg-I archives are only available to subscribers, and subscriber information is unavailable).

### What is the scope of the tg-I?

The list is intended for discussion of any and all issues related to the manipulation of animal genomes and the use of genetically modified organisms in both academic and commercial institutions. The vast majority of discussions involve mice and rats.

### How do I subscribe?

Subscription to the tg-I is free, automatic and very simple: go to the **tg-I subscription web page** and follow the instructions. You will receive a welcome message in response to your subscription. This message will include some general information about tg-I and your unique password to handle your subscription details.

### How do I post a message?

Send it to [transgenic-list@transtechsociety.org](mailto:transgenic-list@transtechsociety.org).

### How should I reply to someone else's message on the list?

If you simply choose "Reply" in your email program, your response will be sent to the entire list. This is the default operation mode. Remember to change the address in the "To:" field if you are sending a personal reply that you don't want the whole list to see.

The tg-I currently holds ~1700 subscribers, so please bear in mind that any post or response of yours will be distributed to a large number of readers. Please, always double check before hitting the "send" button in order to avoid accidentally sending your private messages to the entire tg-I. Once a message has been sent it can't be stopped and will be distributed to all subscribers.

When you are using “digest mode” to receive list messages and you want to send a reply, please change the subject line of your reply so it matches that of the original message or thread.

We also recommend that one-word or two-word replies (e.g., “thanks” or “you’re welcome”) be sent to individuals only, not to the whole list.

**Are there any restrictions on the subject matter of messages posted to the list?**

Yes, messages should be relevant to the subject matter of the list (see above) and we ask that subscribers refrain from posting commercial advertisements, marketing surveys, and other similar messages. However, we encourage technical discussions of specific products and would hope that the manufacturer would join in on such discussions. In such cases, we would appreciate an explicit statement of commercial interests (e.g., “my company sells this widget” or “I’m your local sales rep for this company”). Surveys that are not commercially-driven are encouraged, and of course we would hope that the results would be posted to the list. You will get more responses to your survey if you explain why you are conducting it. Full disclosure is always best.

**Can I post job offers/requests?**

Yes. You are entitled to post job offers and requests that you are aware of, within the field of animal transgenesis, from your own institution or from another independent institution.

**Can I post announcements for meetings, courses, workshops, seminars on animal transgenesis or related issues that I am aware of, and might be interesting to other tg-I subscribers?**

Yes. You are more than welcome to use the tg-I to disseminate announcements for meetings, courses, workshops, and seminars on animal transgenesis or related issues that you believe could be interesting to other tg-I subscribers.

**How can I unsubscribe?**

Go to the **tg-I subscription web page**, access with your registered email address and provided password and choose to unsubscribe. You will need to supply your password to unsubscribe.

**What if I forget my password?**

On the **tg-I subscription web page**, at the bottom of this page, you can choose to have your password emailed to you. You can control other features of your subscription here as well.

**What features of my subscription can I change myself?**

To view the following choices, log in with your email address near the bottom of the **tg-I subscription web page** and then supply your password. This will take you to another webpage showing the settings and choices for your subscription, including the following:

You can change your name, email address, and password.  
You can unsubscribe yourself.

You can request a monthly password reminder.

You can halt email delivery to you from the list, for example during a vacation.

You can choose to receive messages in "digest mode," which bundles each day's messages into a single email to you.

Other choices include toggling between plain text and MIME format, choosing to receive an acknowledgment for each message you post to the list, avoiding duplicate messages, and blocking your own messages from being distributed to you.

### **How can I request help from a list administrator?**

Send a message to [tglist\\_admin@transtechociety.org](mailto:tglist_admin@transtechociety.org).

### **I noticed that I am not receiving all of the messages posted to the list. What could be causing this?**

Your institution's email server may be interpreting messages from the list as spam. Check your spam mailbox to see if this is the case, and ask your IT department to not block or filter messages originating from "@transtechociety.org." You can also ask them to include [www.transtechociety.org](http://www.transtechociety.org) in their "white-list" of trusted domains. If none of these actions solve the problem, request our assistance at [tglist\\_admin@transtechociety.org](mailto:tglist_admin@transtechociety.org).

### **I sent a message to tg-I a while ago and it has not been distributed**

Please be patient. Sometimes the ISTT list server is too busy and the distribution of queued messages may be delayed for a few minutes or sometimes (rarely) more than that. Please do not post the same message again, otherwise it will be distributed twice. If problems persist please request our assistance at: [tglist\\_admin@transtechociety.org](mailto:tglist_admin@transtechociety.org).

The same problem can result if you are using an email address that does not match the one in your original subscription, even if your old address is still active and forwards messages to your current address. In these cases, the ISTT's list server will interpret a post from your current email address (not properly subscribed to tg-I) as a message posted by a non-subscribed person and your message will be blocked and bounced to tg-I administrators for investigation. Normally, the tg-I administrators will notice that this represents an updated email address for you and will authorize this and any subsequent message coming from your current email address. If the new email address is too different, then a tg-I administrator will contact you and ask you to re-subscribe or identify your former email address.

### **How can I access archives of tg-I messages?**

All tg-I subscribers can perform simple searches of tg-I archives at [http://www.transtechociety.org/tgl\\_archives/tglist\\_archive.php](http://www.transtechociety.org/tgl_archives/tglist_archive.php). You must request a separate password to use this search function. Archive passwords can be requested here: [http://www.transtechociety.org/tgl\\_archives/tgpass.php](http://www.transtechociety.org/tgl_archives/tgpass.php). Please note: only one word (or any combination of letters and numbers from 3 to 30 characters without spaces) can be used for each search.

Members of the International Society for Transgenic Technologies (ISTT) can perform more complex and advanced searches of the tg-I archives through the members-only area of the

ISTT web site here: <http://www.transtechsociety.org/members.php>. You will need your unique ISTT username and ISTT membership password to access the members-only area.

You can register for ISTT membership here: <http://www.transtechsociety.org/join.php>.

### **How often is the tg-I archive updated?**

The tg-I archive is updated at least once a month, at the beginning of the month.

The tg-I is currently administered by the following people:

Alison Cameron, ISTT administrator ([administration@transtechsociety.org](mailto:administration@transtechsociety.org))

Tom Fielder, ISTT council member ([tjf@transtechsociety.org](mailto:tjf@transtechsociety.org))

Lluís Montoliu, ISTT President ([montoliu@transtechsociety.org](mailto:montoliu@transtechsociety.org))

All three administrators will receive any emails sent to: [tglist\\_admin@transtechsociety.org](mailto:tglist_admin@transtechsociety.org)