

# InfinityQS Cuts Time and Costs to Deliver Documentation in Four Languages by Using MadCap Software and MadTranslations Services.

To help customers optimize their use of its software and services, InfinityQS delivers modern web and print documentation using MadCap Software.



## Benefits



### Streamlined Documentation Delivery

Content reuse through topics, conditions and variables in MadCap Flare has cut the time previously needed to produce different documentation and Help system outputs.



### Cost-effective Translation

Use of MadCap Flare by MadTranslations and InfinityQS means only new content needs to be translated, saving tens of thousands of dollars each quarter.



### Modern Web Experience

Micro content, search, TOCs, drop-down menus, and images in Enact documentation have reduced customer support calls to nearly zero.



### Easier Collaboration

Cloud-based collaboration with MadCap Central allows InfinityQS authors and SMEs to easily add, review and edit content, plus control access.



Working with MadCap Software and MadTranslations is saving our company tens of thousands of dollars every quarter.



**DAVID WRIGHT**  
Technical Writer,  
Infinity QS International, Inc.





# InfoPlus

Monthly newsletter from the Institute of Scientific and Technical Communicators

October 2022

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The ISTC is the largest UK body representing scientific and technical communicators. If you are involved in technical writing, technical illustration, or communicating technical information in other ways, it's the professional association that can support your career. Interested in membership? Find out more here.

This free newsletter is emailed to about 1500 people. As well as ISTC news, *InfoPlus* contains listings and articles of general interest to the profession. Subscribe here.

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## ISTC News

### UKTC Award Winners 2022

*Linda Robins FISTC, President*

The UK Technical Communication Awards winners were announced at TCUK Metro Online 2022 on Tuesday 27th September, the virtual conference hosted by the ISTC. All the entries were to a high standard from several countries and from organisations large and small. The Awards were presented as follows:

**Overall Winner (Trophy Winner)**  
**MAKEEN Product Programme Training Documents (Makeen Energy)**

Oshadee Amarakoon, Mohamed Hassen, Iresha Hewavasam, Janith Jinadasa, Chamil Bandaranayake, Lars Christiansen, Pontus Wolke

Following the acquisition of two companies, the Makeen Energy technical communication team had the



task of producing sales training documents for the global sales teams for the 103 harmonised products now forming the new product range. The documents provide the necessary information for the sales team to promote the new products; these include illustrations to demonstrate certain functions and features to the customers. The documents combine technical training and sales information at a suitable level of detail for the target audience.

The template produced is an excellent example, and the five published documents submitted are at a very high standard. The use of colour and shading in the illustrations is exceptional, and the annotations are assigned expertly; language usage is appropriate and consistent.

Makeen Energy has submitted numerous entries over the years. Each year we provide them with feedback. This entry shows how, as a technical writing team, they have grown and developed. It is an excellent example of great technical specifications and excellent clear accompanying documentation; this entry is a worthy winner of the UKTC Awards 2022.

## Merit Award Winners

### Merit Award Winner (Judges' Commendation)

#### 3di Internal Style Guide (3di Information Solutions)



A good style guide is invaluable to an organisation producing technical documentation. Often style guides are incomplete and inadequate; thus, they often fall into disuse or a source of contention. 3di considered that their former style guide contained useful information but was presented inconsistently, and the information was not always readily accessible. The new 3di internal style guide (this entry) was designed with the brief to be usable across all projects, to make best use of available technology and to be readily updatable.

The judges were very impressed with the 3di internal style guide. It is comprehensive and consistent (with explanations and good examples of usage). It also allows for (and expects) updates. There are no 'grey areas, and the supporting text gives the user a clear brief for implementation. Usage of the style guide is sure to promote efficiency and high-quality documentation.

## Merit Award Winner

### IBM Z and Cloud Modernization Center (IBN)

Nick Sharp, Florian Sperber,  
Elvira Nurmambetova

IBM has launched the IBM Z and Cloud Modernization Center, which serves as the digital front door to information for enterprise application, data, and process modernisation. The brief for the documentation was to guide clients through the modernisation process with relevant and timely information relating to their enterprise workload. The background to the entry recognised the existing issues of accessing the relevant information, including navigation, inconsistent messaging and the need to improve visual brand impact.

The team opted for a central digital platform that was dynamic, flexible, and provided a rich and interactive experience for clients all within 90 days to deliver and launch the solution. This is a very impressive entry. It is evident that the structure and content have been well thought through. The execution is very effective. The provision of material according to user type is implemented well. The inclusion of an interactive demo was inspired and really useful.

## Did you know you could advertise in this space?

■ Reach an engaged, specialist audience of content professionals!



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■ Ideal for product releases, news, courses/events, brand awareness, and recruitment!

Contact [felicity@tou-can.co.uk](mailto:felicity@tou-can.co.uk) for further details!

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### **Merit Award Winner**

#### **GOV.UK Sign In Technical Documentation (Government Digital Service Cabinet Office)**

##### **Pippa O'Driscoll**

The brief for the technical documents team was to provide the documentation for the integrated sign-in for the GOV.UK website with authentication and identity components to be delivered to beta partners at different times. This project was also the first government use of Document Driven Development, coding the documentation instead of documenting the code. The approach was necessarily experimental, and the new project presented a good opportunity.

The author has fulfilled the brief very effectively. The result is an impressive and consistent piece of work. The entry has certainly done justice to the GOV.UK site. The step-by-step approach was at exactly the right level. It allowed the user to know exactly where to go next after they finished a section. The quality shines through and promotes confidence in the integrity of the information.

### **Merit Award Winner**

#### **Apptio Help Center design process (3di Information Solutions)**

##### **3di Information Solutions**

This is a very impressive entry from 3di; everything was clear and logical, well thought out and implemented. Apptio had decided to outsource their technical writing to 3di (to modernise and improve the Help Center content). This entry is the design process that 3di implemented with Apptio to enable this improvement. Their key deliverables are to deliver a multi-stream roadmap; redesign the content structure; evolve the Help Center front-end; and communicate the value to Apptio.

It was clear from the entry form that significant and meticulous work went into this. Expectations were well managed in the project. The judges were particularly impressed with the progress status and roadmap definition and delivery; this ensured that the process included keeping users up to date and managing their expectations. Everything about the entry was clear and very easy to follow.

### **Merit Award Winner**

#### **Surpass Help Site Developer Documentation (BTL Group)**

The entry is the complete rewrite of the documentation extensive API of over 40 resources that enable our customers (awarding organisations) to integrate with Surpass, for example to automate scheduling an exam session in the Surpass Platform from a different system or displaying candidate's exam results in another. The entry is the complete rewrite of this documentation: the new Developer section of the Surpass Help Site.

The judges found this to be an excellent entry. It is clear from the entry form that the author has put a lot of work into this project. The research into this alone would have taken so much time. It is an ambitious project; very well executed. Much background work and attention to detail was needed and implemented to good effect.

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### Merit Award Winner

#### Creative eLearning to explain data modelling with Project Haystack (Fantom Factory)

The Fantom Factory works with The Project Haystack which delivers an open source data tagging standard to enable people, machines, and systems around the world to "understand" processed data. The entry is Fantom Factory's official online eLearning course for Project Haystack. The methodology is difficult to learn so pace and content are very important.

The material is consistent in level and the course components are well constructed. The user is guided through the subject matter and can be confident of having the necessary information on completion. The material is consistent in level and the course components are well constructed. The user is guided through the subject matter and can be confident of having the necessary information on completion; an excellent example of eLearning.

### Merit Award Winner

#### IBM Z Security and Compliance Center Content Solution (IBM)

Lindsay Baer, Wayne O'Brien, Colton Cox  
The IBM Z Security and Compliance Center entry involved a team of around ten designers, product managers, researchers, engineers, and developers. There was significant background work with collaborative workshops and iterations to establish fully user needs.

The judges observed that 'merging technical and marketing material is difficult to do'. This entry does it seamlessly. The overall layout was very clear and having the content in bite sizes and walking you through it step-by-step was really good. It definitely met its "not getting too technical too quickly" goal. A good feature is the provision of regular updates on products and new resources.

### Merit Award Winner

#### Incident reports on Inside GOV.UK (Government Digital Service)

Laura Stevens and Richard Towers  
The entry is a new feature on the GOV.UK site providing reports on high profile, particularly interesting or high priority incidents. These can be internal or if it is deemed appropriate a public incident report blog post. The entrant described the requirements for the blog post to be accurate, clear, engaging and in the Inside [GOV.UK](#) tone of voice. An important part of the collaboration between the author and technical expert is establishing an accessible and factual explanation.

The entry is important as the theory behind it as it brings technical writing and the important reasons we need it to the forefront. Making these reports public is a way to show we are human and make mistakes, but as technical writers, we assess the issue and try and find a solution. The template for incident reporting is used consistently to good effect; comprehensive and informative; very successful in meeting the brief.

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## Professional Awards 2022

### Horace Hockley Award

The Horace Hockley Award is presented to a person or organisation that in the opinion of the ISTC Council has made a considerable contribution to the technical communications industry over a sustained period. This year the recipient is Sarah Winters Founder of Content Design London.

In the early 2010s, Sarah headed the team at the Government Digital Service that looked to user-centred design techniques to transform their content. The team used this new approach to set out a system of content design in the UK Government's content. The outcome was a tremendous success, winning awards and being acknowledged by users on every visit to the GOV.uk site.

Sarah's company Content Design London now adopts this approach working with large and small organisations across the private and public sectors. The company's purpose is 'to transform how your products and services are understood by your users, by automation, and by the world.'

Sarah's book, Content Design is a fine introduction to the concept; it is practical guidance on how to use it for your own projects and in your own organisation.

### Mike Austin Award

The Mike Austin Award is an occasional award presented for outstanding service to the ISTC over a period of time in recognition of hard work and conduct of an individual who has helped the ISTC to attain and exceed its objectives. This year the ISTC Council has made the award to Jean Rollinson FISTC.

Jean has been an ISTC member for over 20 years and a Fellow since 2007. For many years, Jean has been a regular contributor to our quarterly journal, *Communicator*. Jean's commitment and dedication have played a large part in *Communicator*'s continuing success and reputation for quality. Her Editing Column features in every issue. The content is always useful for immediate implementation and as a ready reference. Jean has a guaranteed regular readership. Jean is also a proofreader for every issue of *Communicator* and also writes other articles and book reviews. Jean is dedicated and reliable; her work is thoughtful and thought-provoking. We are very grateful for her significant contribution and are delighted to have the opportunity to present this Award.

## Technical Communication UK Metro Online 2022

Our virtual conference, Technical Communication UK Metro Online 2022 was held on Tuesday 27th September and included the ISTC Annual General Meeting as well as the UK Technical Communicator Awards presentations.

This year's theme was 'TechComm State of Flux: where are we going?'

Those present heard presentations with questions and answers on:

- ▶ Fundamentals: Chris Hester
- ▶ Information Architecture: Lief Erickson
- ▶ Conversation design: Maaïke Groenewege
- ▶ Change management: Larry Swanson.



## Communicator Awards

Vote for your favourite *Communicator* article and your favourite column for 2022.

As part of the UK Technical Communication Awards 2022, you can vote for your favourite *Communicator* article. The eligible articles were published in Autumn 2021, Winter 2021, Spring 2022, or Summer 2022.

**Section 1** asks general questions about *Communicator*.

**Section 2** gives you the opportunity to vote for your favourite 3 articles.

**Section 3** gives you an opportunity to vote for your favourite regular column.

**Section 4** you can leave general feedback about *Communicator*.

Vote [here](#).

Voting closes on 15 November 2022



### ISTC meets Scott Kubie

Wed 19 October, 1–2 pm BST

<https://istc.org.uk/events/istc-meets/>.

#### It's All UX Content: 5 Uncomfortable Truths About Content & UX

Finding your place in a field that's always evolving can be disorienting. And feeling like your own skills and experience get overlooked in favour of trendy new disciplines can be disheartening. In this session, Scott will try to both orient and enhearten by working through five uncomfortable—but important—truths about this moment in UX content.

He'll explore ideas like why letting non-experts write can be a good thing, the accidental gatekeeping that's all-too-easy for technical writers to engage in, why new job titles and terms of art are, in fact, a good thing, and other thoughts that are sure to

ruffle some feathers, cause some harrumphing, and maybe, hopefully, inspire a dynamic and useful discussion.

Scott will deliver a brief, get-you-thinking talk followed by an open Q&A, so bring your questions about content strategy, content design, UX writing, and the role that UX content plays in our organisations.

#### About Scott

A leading voice in UX content, Scott Kubie trains product teams and leaders how to improve customer experience through content strategy, content design, and information architecture. He's the author of *Writing for Designers* from *A Book Apart*, publishes the UX Writing Events newsletter, hosts UX Content Office Hours, runs the Content Career Accelerator, and writes regularly about content and digital strategy on his site, [kubie.co](http://kubie.co). Scott has led over 100 talks and workshops for international audiences, as well as dozens of on-site workshops for clients including Harvard, The Getty, and the IRS.

## ISTC Social Media

### ISTC on LinkedIn

There are ISTC groups on LinkedIn for ISTC members which include:

- Institute of Scientific and Technical Communicators  
[www.linkedin.com/groups/1858546](http://www.linkedin.com/groups/1858546)

#### England

- Cambridge Technical Communicators  
[www.linkedin.com/groups/1805651](http://www.linkedin.com/groups/1805651)
- ISTC Midlands Area Group  
[www.linkedin.com/groups/4835591](http://www.linkedin.com/groups/4835591)
- Thames Valley Area Group  
[www.linkedin.com/groups/4805266](http://www.linkedin.com/groups/4805266)
- ISTC Yorkshire Area Group for Communication Professionals  
[www.linkedin.com/groups/4662452](http://www.linkedin.com/groups/4662452)

#### Scotland

- Technical Writers (East Scotland ISTC)  
[www.linkedin.com/groups/13536907](http://www.linkedin.com/groups/13536907)

#### Ireland

- Irish Technical Writers – An ISTC Area Group  
[www.linkedin.com/groups/3369559](http://www.linkedin.com/groups/3369559)



### ISTC on Facebook

Our main Facebook page is at [www.facebook.com/ISTC.org.uk](http://www.facebook.com/ISTC.org.uk)

® You can join the ISTC Community group at [www.facebook.com/groups/490570891153888](http://www.facebook.com/groups/490570891153888) for discussion with fellow professionals.

The TCUK Facebook page is at [www.facebook.com/techcommuk/](http://www.facebook.com/techcommuk/)

### ISTC on Twitter

Follow us on Twitter at [@ISTC\\_org](https://twitter.com/ISTC_org) for everything ISTC, and specifically, [@TCUK\\_conf](https://twitter.com/TCUK_conf) for everything to do with our annual conference TCUK.

### ISTC on Instagram

If you use Instagram, you can follow us there too [www.instagram.com/istc\\_org/](http://www.instagram.com/istc_org/).

### ISTC on YouTube

You can subscribe to our videos at <https://www.youtube.com/user/istctechcomm>.



## ISTC Local Area Groups

The ISTC groups offer opportunities for technical communicators to network and share knowledge and expertise. They are open to everyone (you don't need to be an ISTC member) and are free to attend. The groups meet at intervals during the year and hold talks, peer discussions, demonstrations and social evenings. Joining a group is an excellent way to meet like-minded people in your area and get to know fellow specialists.

### Current ISTC groups

Name	Leader	Email
Cambridge	Deb Stevens	cambridge_areagroup@istc.org.uk
Midlands	James Bartley	midlands_areagroup@istc.org.uk
Thames Valley	Darren Mitcham	thamesvalley_areagroup@istc.org.uk
East of Scotland	Holli Hamilton	eastscotland_areagroup@istc.org.uk
Yorkshire	Dee Vincent-Day	yorkshire_areagroup@istc.org.uk

If you would like to attend one of the groups, please contact the leader.

If you're interested in setting up a new group, contact the ISTC Area Groups Manager, Tom Dunic, at [areagroupsmanager@istc.org.uk](mailto:areagroupsmanager@istc.org.uk).

## Training courses

### Armada

October 2022

#### 24-28 Technical Authoring Training Programme



ISTC-accredited programme comprising:

- Introduction to technical authoring (1 day)
- Intermediate technical authoring (2 days)
- Advanced technical authoring (2 days)

Training in core technical authoring skills for new and experienced technical authors.

Attend the complete programme, or just the module(s) relevant to your experience.

10% discount for ISTC members (coupon code ISTC10).  
£1,195 + VAT. Live Online Training.

[www.armada.co.uk/course/technical-author-training](http://www.armada.co.uk/course/technical-author-training).

#### 24-25 Introduction to Adobe Photoshop

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members (coupon code ISTC10).  
£245 + VAT. Live online participation  
£345 + VAT. In-class at Reading training centre

[www.armada.co.uk/course/ps](http://www.armada.co.uk/course/ps).

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## ...October 2022

### **27-28 Introduction to Adobe Illustrator**

Learn how to create and edit vector graphics quickly and effectively, in the leading application for vector graphics. The comprehensive toolset and features available provide everything you need to produce extraordinary graphics for print, video, the web and mobile devices.

10% discount for ISTC members (coupon code ISTC10).

£245 + VAT. Live online participation  
£345 + VAT. In-class at Milton Keynes training centre  
[www.armada.co.uk/course/ai](http://www.armada.co.uk/course/ai).

### **27-28 Introduction to Adobe InDesign 7-8**

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members (coupon code ISTC10).

£245 + VAT. Live online participation  
£345 + VAT. In-class at Cardiff training centre

[www.armada.co.uk/course/id](http://www.armada.co.uk/course/id).

### **7-8 Introduction to Adobe Illustrator**

Learn how to create and edit vector graphics quickly and effectively, in the leading application for vector graphics. The comprehensive toolset and features available provide everything you need to produce extraordinary graphics for print, video, the web and mobile devices.

10% discount for ISTC members (coupon code ISTC10).

£245 + VAT. Live online participation  
£345 + VAT. In-class at Bristol training centre

[www.armada.co.uk/course/ai](http://www.armada.co.uk/course/ai).

## November 2022

### **3-4 Introduction to Adobe Captivate**

This course teaches everything you need to create professional standard e-learning tutorials and high-quality demos.

10% discount for ISTC members (coupon code ISTC10).

£395 + VAT. Live online participation  
£495 + VAT. In-class at Reading training centre

[www.armada.co.uk/course/ps](http://www.armada.co.uk/course/ps).

### **14-15 Introduction to Adobe InDesign**

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members (coupon code ISTC10).

£245 + VAT. Live online participation  
£345 + VAT. In-class at Reading training centre

[www.armada.co.uk/course/id](http://www.armada.co.uk/course/id).

...November 2022

## 21-22 Introduction to Adobe After Effects

Teaches all the key skills needed to use the leading professional software for motion graphics, video compositing and visual effects. Used across all forms of video and screen-based media, After Effects offers a powerful set of tools to deliver stunning visual results.

10% discount for ISTC members (coupon code ISTC10).

£295 + VAT. Live Online course  
£395 + VAT. In-class at our Cardiff training centre  
[www.armada.co.uk/course/after-effects-training/](http://www.armada.co.uk/course/after-effects-training/).

Follow us: [@ArmadaTraining](https://twitter.com/ArmadaTraining)



## Cherryleaf

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COURSE



**Technical Author/Technical Writer/ Technical Writing**  
<https://www.cherryleaf.com/training/technical-author-basicinduction-training-course/>. This covers the fundamentals of technical writing. Cherryleaf is offering a 10%

discount to ISTC members for this course. New premium option now available – this course plus five additional courses.

**Creating Screenshots and Images for User Guides:** <https://www.cherryleaf.com/training-courses/images-course/>. This is available as a standalone course and also as part of our Intermediate/Advanced Technical Communication training course bundle.

**Intermediate/Advanced Technical Communication Training Course Bundle:** <https://www.cherryleaf.com/training-courses/advanced-technical-writing-training/>. The bundle provides you with access to a collection of online modules in technical communication, under a low-cost pay monthly basis. Each module is self-contained, so you can choose to take

just a single module, if you wish.

You'll be able to take these courses:

- Documenting REST APIs
- Markdown
- DITA fundamentals
- Managing Software Documentation Projects
- Revising and Editing Content
- Structured Writing Fundamentals
- Technical Copywriting
- UI/UX Writing
- Creating screenshots and images for user guides
- Review of technical writing fundamentals
- Single sourcing and content reuse
- Trends in Technical Communication.

**Technical Writing for Developers:** <https://www.cherryleaf.com/training-courses/technical-writing-for-developers-training-course/>. Learn to write clearly by taking the same technical writing courses that Google engineers take.

**Technical Copywriting:** <https://www.cherryleaf.com/training/technical-copywriting-training-course/>. This online technical copywriting training course teaches you how to write clear and effective marketing copy, in a straightforward and efficient way. Let us

share with you the best practices we've developed for writing copy for software (SaaS and desktop) and other technical products.

## ESTON Training

ACCREDITED  
TRAINING  
COURSE



Technical/Commercial Authorship (Former ISTC Syllabus Parts 1 & 2):

<http://www.estontrg.com/technicalcommercial-authorship/>. A £50 discount is offered to ISTC members for this course.

Simplified English:

<http://www.estontrg.com/english-language-courses/>.

Standard Generalised Mark-up Language (SGML):

<http://www.estontrg.com/standard-generalised-mark-language-sgml-course/>.

Editing and Publishing Magazines:

<http://www.estontrg.com/editing-publishing-magazine-course/>.

Report Writing:

<http://www.estontrg.com/report-writing-course/>.

Business English:

<http://www.estontrg.com/business-english-course/>.

## Firehead

Learn FrameMaker 2019:

<https://firehead.net/course/framemaker-2019-training-technical-authors/>.

Learn Adaptive Content Modelling:

<http://firehead.net/training/learn-adaptive-content-modelling/>.

Creating Mobile Apps without Coding:

<http://firehead.net/training/creating-mobile-apps-without-coding/>.

Customer Journey Mapping:

<http://firehead.net/training/customer-journey-mapping/>.

## MadCap Software

For details of the latest MadCap Software training schedule (both on-site and online) visit: [www.madcapsoftware.com/services/training/](http://www.madcapsoftware.com/services/training/).



## Be Ready to Lead: Be resilient, agile, and future-ready.

This free 4-hour course is suited for people who are:

- 'Self starters' and pro-active people looking to develop and/or step-up in their role.
- Anyone currently in or looking to move into leadership or management positions.
- Individuals with specific work problem/challenge to overcome.
- Managers looking to enhance their CV.

You will walk away with:

- Recognition that you are committed to leadership and personal development.
- Enhanced insights on the latest leadership thinking and knowledge.
- Fully verifiable, digital credential to share your success.

Find out more at <https://www.institutelm.com/what-we-do/leadership-management-courses/ready-to-lead-be-resilient-agile-future-ready.html>.

## Future events

### CopyCon: 14 October 2022

Creativity, inspiration, persuasion: The conference for everyone who uses words to make change

Want to catch the insights and ideas from this year's CopyCon? The main conference has sold out, but you can still order a package of video recordings of the 8 talks. CopyCon has booked a professional video crew to capture the event and edit the recordings to create the next-best option to being there live. The videos will be drip-fed in the days following the conference (to allow for editing time). Order your videos at <https://www.copywritingconference.com/tickets-pricing/>.

### tcworld conference: 8–10 November 2022, Stuttgart

From Terminology and Software Documentation to User Experience and Virtual Reality

Forge of knowledge, competence mediator, source of ideas and inspiration, and a great contact pool! The tcworld conference brings together participants, speakers, students and exhibitors in 'technical communication' from all over the world to the largest industry meeting place: from 8 to 10 November 200, finally in the ICS of Messe Stuttgart again! At the same time, interested participants will have the opportunity to follow parts of the conference program online.

Register online.  
(<https://tcworldconference.tekom.de/tickets>).



**Let 1500 other technical communicators know your news**

*Michaël McFarland Campbell MISTC, InfoPlus editor*

*InfoPlus* is here to help technical communicators hear the news about our profession including—but not solely—news from the Institute of Scientific and Technical Communicators. If you have information to broadcast to the tech comm community, please do send it to me, so we can make sure as many people hear about it as possible. My email is [newsletter.editor@istc.org.uk](mailto:newsletter.editor@istc.org.uk).

*InfoPlus* is published and distributed usually on the first working day of each month. Occasionally, there may be a delay until the first week of the month. Please bear this in mind when submitting time-sensitive information.

The deadlines for the 2022 editions are:

Edition	Deadline
November 2022	Fri 21 October 2022 at 12 noon GMT
December 2022	Fri 18 November 2022 at 12 noon GMT