

PHILIPPINE MEDICAL ASSOCIATION

THEME: "BUILD, BUILD, BUILD PMA!"

Member : World Medical Association (WMA)
Co-Founder : Confederation of Medical Association in Asia and Oceania (CMAAO)
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MEMORANDUM CIRCULAR NO: 2018-12-26-048

TO : ALL PRESIDENTS OF COMPONENT, SPECIALTY
DIVISIONS, SUB-SPECIALTY AFFILIATE SOCIETIES

SUBJECT: EXTENSION OF DEADLINE FOR COFFEE TABLE
BOOK

DATE : DECEMBER 26, 2018

Greetings PMA Colleagues!

I know that the stress of the year-end reports and Christmas rush is breathing heavily on your neck. So in the spirit of Christmas, we shall be moving the DEADLINE for submission of materials for the PMA Coffee Table Book to JANUARY 5, 2019.

We, however, wish to reiterate the following:

1. Your Page allotment is BASED on the LONGEVITY of your organization as follows:

- >75yrs - 6 pages
- 50-74yrs - 5 pages
- 25-49yrs - 4 pages
- <25yrs - 3 pages

2. Length of Component Society History, Milestones and Roster of Presidents should fit your allocated number of pages.

Anything exceeding the allowed page will not be included in the write up.

3. History should be written as Word Document using Times New Roman, Font Size 12, 1.5 line spacing, and should be limited to 100 WORDS per PAGE only to give way to photo images that will go with your organizations' write up.

Again, anything beyond your allowed number of pages will be EDITED OUT by the Coffee Table Team WITHOUT further consult from the local Component Society.

So please make your history brief and concise. The committee will NOT be held liable for names and events that will be deleted in your write up.

4. Please submit recent photos of your League of Presidents in formal outfit and 5-7 Action Photos of your organization with your Milestone Projects. All photos should be High Resolution with at least 300 ppi.

5. All required materials should be submitted in hard and soft copy for easier editing by the CTB Team.

6. For Specialty Division, history and milestone should be no more than 300 words to fit the 3 page allocation for your organization. It should likewise be written as Word Document, with Times New Roman Font Size 12, 1.5 line spacing and accompanied by 5-7 High Res Photo and Official Logo.

7. For Affiliate/Subspecialty Society, write up should only be up to 100 words to fit the 1 page allocation for your organization. Two high resolution photo and official logo should go with your submitted article following the previously mentioned guidelines.

8. Finally, a signed copy of the attached consent and waiver form, authorizing PMA to use submitted materials for publication in the Coffee Table Book, should also be submitted on Jan 5.

This is a LEGACY PROJECT by PMA and we want everyone to please go the EXTRA MILE to make your organization's write up BRIEF but memorable.

This is a PMA Coffee Table Book and NOT a PMA Text Book. This is intended for light and easy reading with vivid and colorful photos meant to be a feast to the eyes.

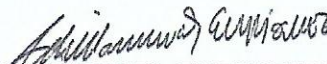
We are working on a Timeline and we cannot afford any more delays.

As it is, CTB Committee is facing an enormous task just to finish the 5-volume, 800-page PMA CTB, so we appeal to everyone for self-censorship and to STRICTLY comply with the allowable number of pages to avoid MANDATORY CUTS on the history once the limit in the NUMBER of WORDS is reached.

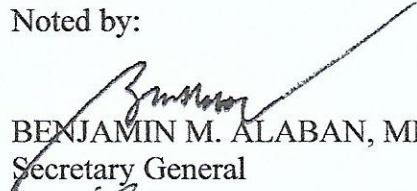
We need to finish the write-ups, layout and editing by MAY and turn them over to the printer by JUNE to give ample time for printing if we are to meet the SEPTEMBER 15, 2019 TARGET RELEASE of the PMA Coffee Table Book in celebration of our Founding Anniversary. We appeal for everyone's support and full cooperation.

Salamat po. May the joy and blessings of the Yuletide be with you this Christmas and the coming New Year.

Very truly yours,


CAROLYN V. ENRIQUEZ, MD
Chair, Coffee Table Book Committee

Noted by:


BENJAMIN M. ALABAN, MD
Secretary General


JOSE P. SANTIAGO JR., MD
President