

## **NASPAG Promoting or Co-Sponsoring Meetings by Other Organizations**

Members who would like to promote the CME programs sponsored in association with their teaching institution or other affiliated organizations must submit the request for approval in writing to the Executive Committee six months in advance. *Meetings that occur within three months before or after the NASPAG ACRM cannot be considered for promotion by NASPAG.*

Upon approval by the Executive Committee, NASPAG will:

- Allow the member to share basic information through the listserv. The information must be approved by the President and Executive Director prior to posting on the listserv. The listserv message will come from the NASPAG headquarters and read: "Member name would like to share the following information with NASPAG members"
- Post name of program, date, location, and contact information for the meeting will be posted on the NASPAG website on a Members' Only page in a section labeled Educational Opportunities of Interest. No registration brochures, corresponding documents, or web links will be included.
- Share basic information in the NASPAG quarterly newsletter under the heading "Meetings of Interest"
- Notify the Board of Directors of the Executive Committee's approval

Any meeting requesting co-sponsorship by NASPAG will also need to be approved by the Executive Committee. *Meetings that occur three months before or after the NASPAG ACRM will not be considered for co-sponsorship.*

Member needs to submit, in writing, the final meeting program to the Executive Committee who will review and decide whether to authorize co-sponsorship. The member must also highlight the faculty who are NASPAG members.

If promotion of this meeting is also requested, member is to request that.

NASPAG will assume no financial responsibility for co-sponsorship of such meetings.