**SPE-GCS Newsletter Submission Form**

**Instructions:**  In order to properly layout the monthly printed newsletter efficiently, we are now asking that all submissions be on this form. Please remember that all submissions are due by the 25th two months prior to the publication. For example, items for the October issue are due by August 25th. We apologize, but we cannot guarantee that any late submissions will be included.

**Please fill in as many fields as possible as it pertains to your event.**

Committee Name:

Event Name:

Date: Event Contact Name:

Time: Event Contact Phone Number:

Location Name: Event Contact Email:

SPE Registration Link Member Price:

Nonmember Price:

**Speaker Bio and Event Description:** The combination of the speaker bio and the event description or presentation abstract should not exceed 400 words total. Use the Word Count function in Word to total up your word count. If you exceed this 400 word limit, your speaker bio and event description may be edited at our discretion.

Speaker Name:

Speaker Title:

Speaker Company:

Speaker Bio:

Event Description/Presentation Abstract:

**Photo Requirements:** Please submit your speaker photo by attaching a high resolution JPEG to the email along with this form. Photos that are at least 300 dpi at true size are best, but if you are unsure, just ask for a high resolution photo. Photos that are submitted in WORD or PDF cannot be used.

**If your event is unique and this form cannot adequately submit the information required for your event, please email your content to:**

**For Study Groups only:**

**Kristie Urbano & Kristin Moses**

[kristie@designgood.com](mailto:kristie@designgood.com)

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**For all others (committees, columns, etc):**

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Thank you and please remember to submit your form before the 25th of the month.