Policy Draft for Posting Industry Events

Education events for industry events can be posted on the “Chapter News” section of the PSONS Website. The following guidelines must be followed:

1. Events must be e-mailed to the Webmaster (psonswebsite@gmail.com) at least two weeks (14 days) prior to the event.
	1. Events will be posted within 5 business days.
2. The event details must be supplied either in the body of the email or in Word document in order to be copied and pasted on the website.
	1. Details should include: Event Title, Date, Location, Time, RSVP information.
	2. A PDF may also be included to be added as an attachment.
3. Events will be posted in order of receipt. They will be posted on the chapter news section below any current PSONS events. Events will not be posted on the front page (either slides, or “about us”) section.