

The College of Audiologists and Speech – Language Pathologists of Manitoba accepts requests from outside sources to distribute information to its registrants by way of regular post, e – mail and / or web postings to www.caslpm.ca.

Parties wishing to have circulations distributed to CASLPM registrants, or a designated segment thereof, will submit an application to the Registrar.

All requests must:

1. Outline the intended purpose of the circulation for distribution (educational opportunity, conference, research project, employment opportunity, etc.). Any employment related postings must clearly state that applicants must be a Registrant of the College of Audiologists and Speech-Language Pathologists of Manitoba.
2. Include a complete copy of the circulation intended for distribution in Word format.

Upon approval of the request, the circulation will be distributed to registrants by way of the CASLPM Office systems. The College reserves the right to request changes to the distribution document submitted for approval or to reject the application on any reasonable grounds.

E-Mail Distribution

- Circulation will be distributed through the CASLPM broadcast e-mail up to 3 times, if specified by contracting party, as indicated on the application form. Five (5) business days advance notice must be given. The CASLPM Office will make every effort to adhere to time frames requested by the Contracting Party, as the administrative demands of the College allow.
- Sent as an open display e-mail (not an attachment).
- Contracting party to supply intended circulation in WORD format, and may include a logo or letterhead.
- Contracting party will be invoiced for administration processing fees.

Web Posting

Circulations will be reviewed and posted in the appropriate area of the website, as determined by the webmaster under the direction of the College Registrar.

- Content will be accessible for up to 3 months, as specified by contracting party, and indicated on the application form. Five (5) business days advance notice must be given. The CASLPM Office will make every effort to adhere to time frames requested by the Contracting Party, as our administrative demands allow.
- Limited information will be posted on the College webpage with a link to the complete circulation provided by the contracting party.
 - News: Title, brief description, link to full article or reference document
 - Events: Title, date and link to complete brochure
 - Employment Opportunities: Position, Employer, Application Date, link to complete posting
- Contracting party will provide intended circulation in WORD format.
- Contracting party will be invoiced for administration processing fees.

Regular Post

- Sent, regular postage paid
- Contracting party to supply:
 - Brochures
 - **Optional:** Envelopes with return address or return address labels; if none supplied, blank envelopes will be used, no return address.
- Contracting party will be invoiced for supplies, postage and an administrative processing fee, as applicable.

Distribution Fees

Distribution by Broadcast Email	
Administration and Processing Fee Includes distribution up to 3 times if specified by the requesting applicant.	\$100.00
Web Posting	
Administration and Processing Fee Content will be accessible for up to 3 months.	\$100.00
Web Posting & Broadcast Email Distribution	
Administration and Processing Fee	\$150.00
Distribution by Canada Post	
Envelopes	\$0.04 ea.
Address Labels	\$0.61 ea.
Postage (within Canada)	\$0.80 ea.
Processing Fee	\$25.00 per hour

Please Note:

1. All fees are subject GST
2. Payment due upon receipt of the invoice.
3. Payment Options and Information:
 - Visa or MasterCard payments are accepted in person at the CASLPM Office, by phone or by providing a credit card authorization form.
 - Debit payment are accepted in person at the CASLPM Office only.
 - Cheques are accepted, payable to: CASLPM.
4. Overdue accounts subject to 2% interest per month.