

The College of Audiologists and Speech-Language Pathologists of Manitoba accepts requests from outside sources to distribute information to its registrants by way of email and/or web postings to [www.caslpm.ca](http://www.caslpm.ca).

Parties wishing to have circulations distributed to CASLPM registrants, or a designated segment thereof, will complete and submit an application to the Registrar. Application forms are available online (see News & Events – Post a Notice on this Website) as:

Applications for Circulations Printable Form; and  
Applications for Circulations – fillable PDF.

Completed applications are to be sent to [office@caslpm.ca](mailto:office@caslpm.ca).

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 three times, if specified by contracting party, as indicated on the application form. Five 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.
- Contracting party to supply intended circulation in Word format and may include a logo or letterhead.
- Contracting party will be invoiced for administration and processing fees as per the Distribution Fees schedule.

## WEB POSTING

- Circulations will be reviewed and posted in the appropriate area of the website, as determined by the webmaster under the direction to the College Registrar.
- Content will be accessible for up to three months. Five 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.
- 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 and processing fees as per the Distribution Fees schedule.

### DISTRIBUTION FEE SCHEDULE

#### **Distribution by Broadcast E-mail**

Administration and Processing Fee ..... \$100.00 plus GST  
(includes distribution up to three times by the requesting applicant)

#### **Web Posting**

Administration and Processing Fee ..... \$100.00 plus GST  
(content will be accessible for three months)

#### **Web Posting and Broadcast E-mail Distribution**

Administration and Processing Fee ..... \$150.00 plus GST

- Payment in full is due upon receipt of invoice before e-mail broadcast or posting on the College website takes place. Five business days advance notice must be given.
- Payment options include Visa or MasterCard by phone or by cheque payable to the College of Audiologists and Speech-Language Pathologists of Manitoba.
- Note – if changes are made to the original posting/distribution information, new posting and distribution fees will apply.