

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 website postings.

Parties wishing to have their information distributed to CASLPM registrants are asked to complete and submit an Email Distribution and Website Posting form.

Please send the completed form, along with the document to be posted in Word or PDF format, to office@caslpm.ca, ensuring the information below is included:

1. The intended purpose of the circulation for distribution or posting (employment opportunity, educational opportunity, conference, research project, etc.) must be checked off in the space provided.
2. Employment opportunities must clearly state that applicants must be a Registrant of the College of Audiologists and Speech-Language Pathologists of Manitoba.

The College reserves the right to request changes to the distribution document submitted for approval or to reject the request on any reasonable grounds. Upon approval of the request, an invoice will be provided, and payment must be received in advance of distribution.

E-MAIL DISTRIBUTION

The information will be distributed through the CASLPM broadcast e-mail system on two occasions, which are scheduled for distribution on the second and fourth Wednesdays of every month. If these dates fall on a statutory holiday or on an office closure date the information will be distributed on the next available business day.

WEBSITE POSTING

Circulations will be posted in the appropriate area of the website and will be accessible for three months. Limited information will be posted on the College webpage with a link to the informational document provided.

- **News:** Title, brief description, link to full article or reference document.
- **Events:** Title, date, and link to complete brochure.
- **Employment Opportunities:** Position, employer, link to complete posting.



**BROADCAST EMAIL DISTRIBUTION AND
 WEBSITE POSTING REQUEST**

Name of Contracting Party:		Date
Name of Individual Contact for the Contracting Party:		
Mailing Address:		
City, Province:		Postal Code:
Email Address:		Phone Number:
<p>Please check one:</p> <p> <input type="checkbox"/> Employment Opportunity <input type="checkbox"/> Educational Opportunity <input type="checkbox"/> Conference <input type="checkbox"/> Research Project </p> <p>Other please specify:</p>		
<p>Select one or both methods of distribution. See the Fee Schedule below for details.</p>		
<p>For Distribution by Website Posting: Content will be accessible for up to <u>three months</u> from first distribution date.</p>		
<p>For Distribution by Broadcast E-Mail: Content will be distributed on the second and fourth Wednesdays of every month. If these dates fall on a statutory holiday or an office closure date content will be distributed on the next available business day.</p>		
<p>Invoice and payment instructions to be issued upon receipt of completed form. All Fees Payable in Advance of Distribution/Posting:</p> <p style="text-align: right;"> Website posting or broadcast email \$100.00 plus GST Website posting and email broadcast..... \$150.00 plus GST </p> <p>These fees apply to a one-time distribution/posting only. Any changes to the original posting will incur new posting and distribution fees.</p>		