

BROADCAST EMAIL DISTRIBUTION AND WEBSITE POSTING REQUEST

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 the following 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 every other Wednesday. **Requests for email distribution, along with payment, must be submitted by 12:00 PM on the Tuesday prior to the scheduled distribution date.**

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.



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Organization Name:		Date:
Contact Name:		
Mailing Address:		
City, Province:		Postal Code:
Email Address:		Phone Number:
Please check one: <div>Employment Opportunity Educational Opportunity Conference Research Project</div> Other please specify:		
Select one or both methods of distribution. See the Fee Schedule below for details. For Distribution by Website Posting: Content will be accessible for three months from the posting date. For Distribution by Broadcast E-Mail: Content will be distributed every other Wednesday. Requests for email distribution, along with payment, must be submitted by 12:00 PM on the Tuesday prior to the scheduled distribution date.		
Select if paying via cheque - subject to a \$20 administrative fee.		
An invoice will be issued upon receipt of completed form. All fees payable in advance of distribution/posting: <div>Website posting or broadcast email only \$100.00 plus GST Website posting and email broadcast.....\$150.00 plus GST Administrative fee for payment via cheque.....\$20.00</div> These fees apply to a one-time distribution/posting only. Any changes to the original posting will incur new posting and distribution fees.		