

GUIDELINES FOR DISTRIBUTION OF ALAO WORKSHOP ANNOUNCEMENTS via ELECTRONIC FORMAT

SUBJECT FIELD: Should begin **ALAO**

NARRATIVE DESCRIPTION/GENERAL INFORMATION

Title/subtitle
Date/Time/Place
Cost
Sponsor
Brief program description or outline

REGISTRATION INFORMATION

Contact person
Mailing address
Phone number
Fax number
Email address

The electronic format should just provide a general announcement of the program and a contact person who can provide further information and registration flyers. Before placing message on a listserv be sure to check the line limit.