

How To Advertise Events on the AASECT Listserv

Version 1 – Oct. 12, 2007

Please use this sample announcement as a template for your own event.

Submit your announcement to Karen Hicks (karen@karenhicks.net) as early as possible.

After review and edits, Karen will send it back to you and you can then post it to the listserv.

You may post your announcement a total of 3 times, preferably one month apart.

Format: Plain text, font no larger than 12pt., flush to left margin, no graphics, no HTML

Please check out footnotes below.

Subject: Fundamentals of Sex Therapy Oct. 12 & 13 ¹

“Fundamentals of Sex Therapy: Training for Psychologists, Social Workers and Psychiatrists Working with Individuals and Couples” ²

Description: This seminar will focus on the diagnosis, treatment, and evaluation of various sexual difficulties. We will examine various theories of sexual relating, as well as specific interventions for the most common sexuality-related complaints of adults. ³ Full seminar details at: www.xxxxxxx.xxx

Presenter: Mary Smith, Ph.D. – Psychologist in Private Practice ^{4,12}

Date(s): Friday, Oct. 12 and Saturday, Oct. 13 (10am-6pm PT each day) ⁵

Location: Beverly Hills, CA ⁶

Fee: \$325 by 9/10, \$275 for students, \$350 after 9/10, \$300 for students

For more information about this event, contact Gene Autry, gene@geneautry.com, www.xxxxxxx.xxx or call 310.555.5555 ⁷

This program meets the requirements of AASECT and is approved for 12 CE credits. ⁸

John Doe, Ph.D. ⁹

Clinical Psychologist, Private Practice ¹⁰

310.555-5555 john@johndoe.com ¹¹

AASECT-approved Provider of Continuing Education ¹²

FOOTNOTES:

¹ Give a short title and the date(s) of the event in the subject line of the email.

² Title here may be as long as you wish.

³ Keep description short; 2 – 3 sentences. Direct readers to a website for full details.

⁴ Name and completed degrees; primary title and primary affiliation

⁵ Date(s) and Time(s) – Specify time zone if necessary

⁶ Give as specific a location as you wish

⁷ Give contact name, email address and telephone number

⁸ Include this line **only if your event has been pre-approved for AASECT CE credits**. Specify number of credits to be awarded.

⁹ This paragraph is the signature line of the person posting this message to the listserv.

¹⁰ (optional) Include only the most primary title and primary affiliation in the signature line

¹¹ Include your name, email (and/or USMail) address and telephone number

¹² Include as many of the following titles that apply, **exactly as stated below**.

AASECT-certified Diplomate of Sex Therapy

AASECT-certified Supervisor of Sex Therapy

AASECT-certified Sexuality Counselor

AASECT-certified Sexuality Educator

AASECT-approved Provider of Continuing Education