

How To Advertise Events on the AASECT Listserv

Please use this sample announcement as a template for your own event. Submit your announcement to Amy Gilliland (amygilliland@charter.net) as early as possible. After review, Amy 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.

- 1 Give a short title and the date(s) of the event in the subject line of the email.
- 2 Format needs to be plain text, 12 point font, with NO GRAPHICS, and NO HTML
- 3 Keep the description short; 3 - 4 sentences. If you don't think its clear, tell readers who the workshop is appropriate for. Direct readers to a website for full details.
- 4 Remember to include:
 - Presenter's name and completed degrees; primary title and primary affiliation
 - Presenter's AASECT certifications and approvals, if any
 - Date(s) and Time(s) – Specify time zone if necessary
 - Give as specific a location as you wish
 - Give contact name, email address and telephone number
- 5 Tell readers if your event has been pre-approved for AASECT CE credits. Specify number of credits to be awarded.

Note: If you offer the same workshop in multiple locations throughout the year, please post about all of them at once, and update the list serve no more than every three or four months.

Sample Announcement:

Subject: Fundamentals of Sex Therapy Oct. 12 & 13, 2010

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

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.

Presenter: Mary Smith, Ph.D., AASECT certified sex therapist

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

Location: Beverly Hills, CA

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

For more information about this event, go to www.mywebsite.com, or contact Gene Autry, gene@geneautry.com, 310.555.5555

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