

SPG Newsletters and/or SPG Virtual Meetings

The SPG calendar year consists of two periods: **winter/spring** and **summer/fall**.

During the year, SPG Coordinators have a choice to produce or hold:

- Two newsletters (*one winter/spring and one summer/fall*)
OR
- Four virtual meetings (*two winter/spring and two summer/fall*)
OR
- One newsletter and two virtual meetings
(*choose which period to publish newsletter and hold virtual meetings*)

A choice of one of these annual requirements listed above must be met by the SPG Coordinator to receive complimentary registration to ASPAN's National Conference.

- **SPG Newsletters:**
 - Newsletters are published on SPG webpages in the summer/fall and in winter/spring (prior to National Conference)
 - The SPG Coordinator is to create and generate the copy (content and layout)
 - While the Coordinator is responsible for the newsletter, they may delegate some content development to the Vice-Coordinator or solicit articles from any SPG member
 - The full text for newsletters must be provided by the Coordinator and emailed in final draft format as a Word document or Publisher document to the ASPAN National Office designated staff person
 - The newsletter must be reviewed and approved by the ASPAN President, SPG Board Liaison and Publications Strategic Work Team Coordinator prior to publication
 - The National Office produces the final edited version, uploads the newsletter's final approved version to the SPG webpage and sends a notification email of a newly posted online newsletter to current SPG members
 - A scanned copy of reviewers' corrections is sent to the SPG Coordinator and Vice-Coordinator after the issue is published to assist them in preparation for the next newsletter
 - Newsletter copy deadlines, listed above, are evenly spaced out in the schedule to allow time for the review team's questions and final proofing and production
 - Any SPG newsletter to be published in the *winter/spring* period, just prior to ASPAN's National Conference especially, must follow the deadline dates listed above in January and February. No newsletter copy can be accepted in March
 - NOTE: All deadlines **MUST BE MET** by the SPG Coordinator

- **Two Zoom meetings for SPG members in exchange for one newsletter:**
 - SPG Coordinators must decide whether to hold two Zoom meetings or produce a newsletter and notify the ASPAN national office of their decision by August 15 (for summer/fall) and by January 15 (for winter/spring)
 - For summer/fall, the Zoom meetings may be held June through December 1
 - For winter/spring, the Zoom meetings may be held January through April 1
 - Your SPG Board liaison must be invited to attend the Zoom meetings
 - **Minutes must be taken during the Zoom meetings** for posting on the website for all SPG members to access and for inclusion in the required SPG Board Reports
 - Contact Donna Ingram (dingram@aspan.org) at the ASPAN national office to schedule a Zoom meeting using ASPAN's Zoom platform
 - NOTE: All deadlines **MUST BE MET** by the SPG Coordinator

- **Four Zoom meetings for SPG members in a calendar year (and publishing no newsletter):**
 - Two Zoom meetings must be held in each period (summer/fall) and (winter/spring)
 - SPG Coordinators must the ASPAN national office of their choice of meeting dates by August 15 (for summer/fall) and by January 15 (for winter/spring)
 - For summer/fall, the Zoom meetings may be held June through December 1
 - For winter/spring, the Zoom meetings may be held January through April 1
 - Your SPG Board liaison must be invited to attend the Zoom meetings
 - **Minutes must be taken during the Zoom meetings** for posting on the website for all SPG members to access and for inclusion in the required SPG Board Reports
 - Contact Donna Ingram (dingram@aspan.org) at the ASPAN national office to schedule a Zoom meeting using ASPAN's Zoom platform
 - NOTE: All deadlines **MUST BE MET** by the SPG Coordinator

For more information on holding Zoom meetings and publishing SPG newsletters,
go to the **SPG Resource Manual** on ASPAN's website:
<https://www.aspan.org/About/Specialty-Practice-Groups/SPG-Resource-Manual>