**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:**
  
  o Newsletters are published on SPG webpages in the *summer/fall* and in *winter/spring* (prior to National Conference)
  
  o The SPG Coordinator is to create and generate the copy (content and layout)
  
  o 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
  
  o 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
  
  o The newsletter must be reviewed and approved by the ASPAN President, SPG Board Liaison and Publications Strategic Work Team Coordinator prior to publication
  
  o 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
  
  o 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
  
  o 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
  
  o 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
  
  o NOTE: All deadlines **MUST BE MET** by the SPG Coordinator
• **Two Zoom meetings for SPG members in exchange for one newsletter:**
  
  o 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)
  
  o For summer/fall, the Zoom meetings may be held June through December 1
  
  o For winter/spring, the Zoom meetings may be held January through April 1
  
  o Your SPG Board liaison must be invited to attend the Zoom meetings
  
  o **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
  
  o Contact Donna Ingram ([dingram@aspan.org](mailto:dingram@aspan.org)) at the ASPAN national office to schedule a Zoom meeting using ASPAN’s Zoom platform
  
  o **NOTE:** All deadlines **MUST BE MET** by the SPG Coordinator

• **Four Zoom meetings for SPG members in a calendar year (and publishing no newsletter):**
  
  o Two Zoom meetings must be held in each period (summer/fall) and (winter/spring)
  
  o 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)
  
  o For summer/fall, the Zoom meetings may be held June through December 1
  
  o For winter/spring, the Zoom meetings may be held January through April 1
  
  o Your SPG Board liaison must be invited to attend the Zoom meetings
  
  o **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
  
  o Contact Donna Ingram ([dingram@aspan.org](mailto:dingram@aspan.org)) at the ASPAN national office to schedule a Zoom meeting using ASPAN’s Zoom platform
  
  o **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: