

## Submission Guidelines for Support Group News and Events

The Foundation for Peripheral Neuropathy (FPN) is eager to help make your support group as successful and effective as possible. One way we can be of help is to publish news from and about your support group on our website, through our Facebook page and other communications outlets. FPN will choose the most effective outlet to share your news, but below are our general guidelines for what information we can share and how.

SUBMISSION REQUIREMENTS				
Content	Website	Facebook	E-Newsletter (Published on the second Tuesday of the month)	Printed newsletter (Mailed in June and November)
<b>Event and meeting announcements</b>	Minimum two weeks before event	Minimum two weeks before event	Submit one month prior to newsletter	April 1 and September 1
<b>Patient stories</b>	Submit stories as they are available, published at FPN discretion	Submit stories as they are available, published at FPN discretion	Submit stories as they are available, published at FPN discretion	Submit stories as they are available, published at FPN discretion
<b>Other news of interest to the PN community</b>	Submit stories as they are available, published at FPN discretion	Submit stories as they are available, published at FPN discretion	Submit stories as they are available, published at FPN discretion	Submit stories as they are available, published at FPN discretion

**For all events and meetings, please include the following information:**

- The name of your group
- The name of your event (Monthly Support Group Meeting, Fundraising Dinner, Evening Gala, etc.)
- The date and time of the event (including end time if appropriate)
- The exact location
- Contact information for RSVP's and questions
- We would love to share photos from your events. Please send those along as well.

For patient stories, please provide contact information so that FPN can verify the story and the patient's consent to use it.

If you have something that falls outside of these categories, please do not hesitate to contact [Lindsay Colbert](#), Director of Development and Marketing, to discuss the options we have for sharing the information. Thank you!