

Proposed City News Procedures and Policies:

- 1- City News is a service provided by the IAB to announce events of interest to the Iranian/American community of Northeast USA. City News is distributed by email on the first and 15th day of each month.
- 2- City News announcements are not necessarily the views or beliefs of the IAB and are not sponsored and/or endorsed by it. Additionally, all opinions, points of view, and topics presented at any of these events are not necessarily those of, or supported by, the IAB or of its Council or Executives. The IAB is not responsible for the accuracy of the information provided in City News announcements.
- 3- City News is solely used for announcement of events and may not be used for distribution of views, news, fundraising, or commercial activities.
- 4- City News announcements are submitted by filling out a form on the IAB web site. A separate form must be submitted for each event at least one week before the distribution date of City news on the 1st or 15th of the month.
- 5- Announcement of events by City News is contingent on approval by sponsor of the event.
- 6- The IAB Council has the authority to refrain from announcing highly controversial events which would cause irreversible damage to the image of City News or IAB.
- 7- The IAB reserves the right to review requests from new sponsors and shall inform the requester of its decision within two weeks of request. The guideline procedure for publishing events from new sponsors is that the new sponsor must introduce an individual as its point of contact and adhere to the rules outlined here.
- 8- Each sponsor is limited to two requests per issue of the City News.
- 9- All events submitted on time will be announced in the next issue of the City News unless the announcement contains derogatory, offensive, or judgmental language in which case the form is sent back to the sponsor(s) within one week with indication of the terms in question. If the sponsor edits the form in a satisfactory manner at least one week prior to publishing date, the event will be announced; otherwise it will be rejected.
- 10- Announcement of the events will be in order of the date of the event and will follow a standard format (font, size, color, etc.)
- 11- A single event cannot be announced in more than two City News announcements.

*This is the disclaimer and is used to reflect the proposed policies. **This disclaimer appears in all City News announcements.***

City News is a free public service offered by the IAB to provide members of the Iranian-American and other communities in New England with news of activities and announcements that are of interest to these communities.

City News announcements are sent twice a month (first and 15th day of each month). City News announcements are not necessarily the views or beliefs of the IAB and are not sponsored and/or endorsed by it. Additionally, all opinions, points of view, and topics presented at any of these events are not necessarily those of, or supported by, the IAB or of its Council or Executives. The IAB is not responsible for the accuracy of the information provided in City News announcements. Please contact the sponsor listed in the email for further information or questions.

To submit announcements for distribution by the City News, please fill in the submission form at <http://www.iaboston.org/>..... at least one week before the announcement date.

This is form to be filled to request announcement of an event in City News. It is assumed that a "submit" button is at the end of the form.

To have an event announced by the City News, please read the "City News Procedures and Policies" at [http://www.iaboston.org/.....](http://www.iaboston.org/) Then fill in and submit the following form. Note that the City News is announced twice a month (first and 15th day of each month) and the form has to be submitted at least one week before the announcement. Please refrain from using derogatory, offensive, or judgmental terms. The City News reserves the right to return such submissions to the sponsor for one time editing; thus delaying the announcement of the event. By clicking on the "Submit" button, you agree with the policies of the City News as described in "City News Procedures and Policies"

Title of the event:

Type of Event (if applicable):

Location:

Date and Time:

Sponsored by:

Contact or link for further information:

Requested publishing date(s) (one or two dates):

Current Point of Contact (for City News use only): Full Name:.....
Phone:.....
Email:

Submit Button

