



## **Guidelines for @theChamber submissions**

One of the benefits of your Chamber membership is free publication of news releases, events and announcements. Here are the guidelines for submitting articles for the Member News section of @theChamber:

- E-mail submissions to [communication@austinchamber.com](mailto:communication@austinchamber.com)
- Information contained in the news release or announcement must pertain to an active member of the Austin Chamber of Commerce.
- The deadline is Wednesday noon for publication the following Monday.
- Limit submissions to 200 words or less.
- A limit of 10 member submitted items will appear in each issue on a first-come first-served basis.
- The Chamber will publish the item in up to three issues, but only if they are resubmitted each time before deadline. Articles will not automatically run again.
- Submissions must be sent via e-mail in Word or plain text format. Fax or PDF formats will not be published.
- Images may be included in .jpg or .gif formats at 72 ppi, with a print size no larger than 3"x3". Images not meeting these requirements may not be used.
- The Chamber reserves the right to edit all submissions.
- The Chamber reserves the right to refuse submissions it deems offensive, unprofessional, competitive or detrimental to its mission, programs or reputation.