



# “IG Spotlight” Submission Guidelines

## AcademyHealth Member Update

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Dear IG Advisory Committee Member,

One of the top requests we receive from each Interest Group’s advisory committee is to gain more visibility and traction for your IG and the great work you do. The “IG Spotlight” in AcademyHealth’s Member Update e-Newsletter is the perfect place to help you highlight the valuable resources you are creating.

This e-newsletter is published three times per month and is a key resource for AcademyHealth’s 4,000+ members to learn about the latest professional development and learning opportunities for the field.

### “IG Spotlight” Submission Guidelines

1. Create a compelling title.
2. Write a brief announcement (75 words or less).
3. Email your announcement to [interest.group@academyhealth.org](mailto:interest.group@academyhealth.org).

Each interest group may submit one announcement per month. The submission must (a) include a link/a call to action and (b) specify how the submission relates to the Interest Group (e.g. member initiative, resource from an IG partner, etc.).

Examples of submissions include:

- New publications: books, reports, or articles
- IG-hosted webinars
- Calls for submission: abstracts, papers/panels, nominations, or competitions
- New resources: databases or services/tools

“Please ensure your timely and relevant announcements are submitted electronically in Microsoft Word or a similar file type. We do not accept PDFs.”

IG announcements will be featured in Member Update on the first Tuesday of each month. Submissions should be sent to [interest.group@academyhealth.org](mailto:interest.group@academyhealth.org) no later than 12:00 p.m. ET on the last Thursday of each month.