EVENT ANNOUNCEMENTS (Non-Board Offerings)

MN-IEA members can post information about upcoming events on the MN-IEA web site by emailing [events@mn-iea.org](mailto:events@mn-iea.org). These appear under Other Local Events on the web site and in the monthly e-newsletter. We no longer will be sending individual email notification to the membership for these events. Registration is handled by the presenter(s). For examples, please review the format of Other Local Events on www.mn-iea.org. Web site information will be posted shortly after it is received. Please allow up to 48 hours. To be included in the next e-newsletter, please submit information by the 25th of the month.

The following information is requested*:*

1. Title and nature of your event – as workshop, class, lecture, retreat, etc.
2. A description of your event.
3. Pertinent information about the presenter(s).
4. Location, including address, where the event will be held.
5. Date(s) and Time (beginning and ending).
6. Fees including early registration discounts.
7. Contact information for questions and for registration.
8. Links can be posted for your brochure or flyer as well as to event information on your website. - Optional