

## GUIDELINES FOR SUBMISSIONS TO THE AREA II WEBSITE

Here's how to submit events for listing on the Area II website:

- Send event information by email to [events@ct-aa.org](mailto:events@ct-aa.org). Paper submissions are not accepted.
- Please follow AA's tradition of anonymity: Don't use last names, personal email addresses or personal phone numbers. Don't include images with recognizable faces.
- Plain text, PDFs, Microsoft Word files or similar formats are preferred.
- Send any flyers or graphics as attachments to the email, instead of pasting them into the body of the email.
- Events should be submitted by an event chairperson; group GSR or officer; DCM or other district officer; district or Area II committee chair; or Area II officer. Please identify your role in the submission.
- Include the name of a valid sponsoring AA entity: AA Area II; Area II standing committee; Area officer; DCM or other district officer; or an authorized representative of any registered AA group (GSR, group officer); Northeast Regional committee, etc.
- Include contact info for someone who can provide more information about the event: first name only, and a generic, anonymous email address that doesn't include a proper name. Officers can use an email address issued by Area II or a district. Event organizers may wish to create an anonymous custom email address for the event.
- Include date(s), day(s), and times (starting & ending, if applicable).
- For in-person events, include the venue name and complete street address, including town and Zip code.
- For online events, include any meeting ID, URL and login info; OR include an email address or online registration link for people to request login info, if you wish to keep it private.
- For a hybrid event (i.e., both in person and online), include all information for both formats.
- Optional: include a version of any flyer, handout or document in a second language [Spanish being the most often used] or include bilingual text within a single document.
- Submissions are subject to Website Committee approval. We reserve the right to edit submissions as necessary. Be sure to include contact information in case we have questions. Here, you MAY give us phone numbers or personal e-mail addresses. They will be kept confidential.

Area II Website Submission Guidelines, Vers. 4, revised October 2021. Approved by the Area II Website Committee to ensure that our site follows AA Internet Guidelines (available from GSO), the AA Preamble and the 12 Traditions of AA.