**Criteria for PHPAG Weekly Announcements**

If you would like to include an announcement in the PHPAG Weekly Announcements or in the HS e-news (biweekly), please send an email to PHPAG (PHPAG.HSPAC@gmail.com) using the hyperlink **PHPAG Weekly Announcements**, and follow the format below:

* Provide a brief title for your announcement in the subject line, following the hyphen (e.g. PHPAG Announcement - Award Information).
* Create your attachment document using size 12 font (Calibri, Arial, or Times New Roman preferred).
* Include website links in the attachment to provide more information to the audience (if applicable).
* Attach the announcement document (MS Word or pdf) to the email.
* Provide contact information.
* Include due dates for applications, conference registrations, nominations, etc.
* Include the end date or the number of weeks to run the announcement in the email (if applicable).

NOTE: HS e-News Announcements are distributed bi-weekly on Mondays.  All HS e-News announcements are limited to 100 words.  To include an announcement in both the PHPAG Weekly Announcement and the HS e-News, please provide a shortened (<100 word) version for submission to HSPAC.

**PHPAG Weekly Announcements** are due by 1600 ET each Wednesday.

**HS e-News Announcements** are due by 1200 ET each Wednesday**before bi-weekly Monday release (1st release of 2018: 02 JAN 2018).**

**Criteria for PHPAG Special Announcements**

If you would like to submit a special announcement to the PHPAG Listserv, the announcement must meet one of the following criteria:

* The announcement has not been included in the weekly announcements and the event will occur prior to the next weekly announcement being published
* The announcement is made at the specific request of the executive committee
* A prior published announcement or event is being cancelled or postponed prior to the next weekly announcement being published.

Please submit all special announcement requests to the PHPAG Chair, LCDR Clements (JClements@hrsa.gov) using the hyperlink **PHPAG Special Announcements**.

**If you have any questions, you may contact LCDR Kimberley Ricketts via email at** **ytc1@cdc.gov****or CDR Andrea Peay at** **apeay@bop.gov****.**