Date:

In order for your **VIP content** to be included in the Newsletter, please fill in the relevant areas in the below format. The sections that are **green** **MUST** be filled in.

Notes:

* Any special formatting will not be included in the newsletter, the content you provide will be adapted to the newsletter’s general format.
* Please make sure the images are good quality.
* Please make sure your links work.
* If you are soliciting input through your article, we can include an Email Link button also.
* Please make sure to site any foreign source of information, in order to avoid plagiarism problems.

|  |  |
| --- | --- |
| **Person’s Name**  |  |
| **Category**  | [ ] Retirement | [ ]  New Employee* Specify Position:
 | [ ] Promotion or Accomplishment* Specify:
 |
| **Congratulatory Text:** **(Optional. If not provided, we will include a couple of lines)** |  |
| **Photo of the person:**  | A close up of a stool  Description automatically generated |
| **More info Link:** |  |
| **Video Link:** |  |
| **Institute**  |  |