****

**The following guidelines apply when submitting a calendar posting:**

* Calendar listings may include a link to additional promotional content.
* The fact that an event has appeared on the AANN calendar may not be referred to in collateral advertising.
* AANN retains the right to decline any submitted calendar of events listing, discontinue the posting of any event/s, and decline to link with another site or to remove links to other Web sites.
* Allow 10 working days from the date the complete order is received by the AANN office.
* Most current fees apply; please check with office to confirm rates prior to placing order.
* AANN has a 60-Day Blackout Period. This is inclusive of any listings during the following time frames (30 days prior to or following an AANN Meeting). The Blackout Period does NOT apply to AANN chapter events.

**CALENDAR POSTING ORDER FORM**

**Posting Information:** *(items marked with \* are required)*

Event Title\*

Event Sponsor (your organization)\*

Start Date\*

End Date\*

Description

Location\*

City

State

E-mail Contact\*

Web Site

**Bill To:**

Name

Facility

Address

City/State/Zip

Phone

**Selection Criteria:**

**[ ]**  $60 Regular Posting

**[ ]**  $70 Posting with Logo

*Please e-mail logo in .jpg format to Stefanie Carbone at scarbone@aann.org*

#### Payment Method

**[ ] Check** (Enclosed) [ ] **Visa** [ ] ** Master Card** [ ] ** Amex

Card Number** **Exp Date**

**⮚⮚Complete & return this form along with payment to:⮘⮘**

*For office use only:*

Client ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tracking Code

Date Shipped

## AANN Calendar of Events

### Attn: Stefanie Carbone

8735 W. Higgins Road, Suite 300

Chicago, IL 60631

🕿 847/375-6334 | Fax 847/375-6490

scarbone@aann.org