

## FHAAN News and Information Dissemination Policy and Procedures

All news articles are to focus on Florida HIV/AIDS issues

### **FHAAN Email Alert:**

- Articles time-sensitive to that **hour/day**
  - Member send news items with “**Today:**” at beginning of title to: [FHAAN@theaidsinstitute.org](mailto:FHAAN@theaidsinstitute.org) and/or [FHAAN@googlegroups.com](mailto:FHAAN@googlegroups.com) by 4pm ET that day
  - Administrator review for consideration (If needed, sends to FHAAN Executive Committee for approval)
  - Administrator to distribute as approved (by 5pm ET that day), archive as unapproved, or save for weekly and/or monthly news

### **FHAAN Weekly News Brief**

- Articles time-sensitive to that **week**
  - Member send news items with “**Weekly:**” at beginning of title to: [FHAAN@theaidsinstitute.org](mailto:FHAAN@theaidsinstitute.org) and/or [FHAAN@googlegroups.com](mailto:FHAAN@googlegroups.com) by Thursday at 5pm ET that week
  - Reviewed by FHAAN Administrator for consideration (If needed, sends to FHAAN Executive Committee for approval)
  - Administrator to distribute as approved, archive as unapproved, or save for monthly news
  - Administrator to post to the listserv by Friday at 5pm ET that week

### **FHAAN Link Monthly E-Newsletter**

- Articles time-sensitive to that **month**
  - Member send news items with “**Monthly:**” at beginning of title to: [FHAAN@theaidsinstitute.org](mailto:FHAAN@theaidsinstitute.org) and/or [FHAAN@googlegroups.com](mailto:FHAAN@googlegroups.com) by 10th of that month
  - Reviewed by FHAAN Administrator for consideration (If needed, sends to FHAAN Executive Committee for approval)
  - Draft from TAI’s Constant Contact communication system to:
    - FHAAN Convening Group for content
    - TAI staff for proofreading
  - Administrator to distribute as approved or archive as unapproved
  - Administrator to post to the listserv by mid-month
  - Administrator to post to TAI’s FHAAN webpages and TAI’s social media

Adopted: June 4, 2012