On occasion, A2LA is asked to reprint a press release in an issue of the A2LA newsletter, *A2LA Today*. Typically, these press releases are provided by our accredited organizations who wish to promote their latest accomplishments, accolades and other business news among the *A2LA Today* readership. In order for A2LA to consider publishing such a press release in an upcoming issue of *A2LA Today*, the following conditions must be met:

(1) Those press releases submitted first will be given first consideration for inclusion in the next issue of *A2LA Today*.

(2) No more than two pages in any issue of *A2LA Today* will be used for publishing external press releases.

(3) Each press release is limited to a maximum of 350 words.

(4) Only one company logo may be included with each press release.

(5) Publication of an organization’s first press release will be done at no charge; publication of subsequent press releases from the same organization will be done at the rate of $375 (for non A2LA members) or $300 (for A2LA members).

(6) All requests for publication of a press release must be submitted at least four weeks prior to the scheduled publication date.

(7) Submitted material is subject to review, edit and approval by A2LA management.

(8) No pictures may be submitted for publication along with the press release.

(9) Submitted material may not be of an “advertisement” nature. It must be informational, pertaining to a technical issue or change and must be related to the A2LA accreditation of the organization submitting it.

(10) A2LA is released from liability regarding the factuality of information contained within submitted press releases. It is incumbent upon the organization submitting the material to verify facts and accuracy.

If you wish to submit a press release for consideration or have questions about the newsletter publication schedule, please contact Teresa C. Barnett, A2LA Director of Quality (and newsletter editor) at tbarnett@A2LA.org or 301 644 3202.