**  
Event Submission Form**

*Re: posting events to AAPCSW.org*

All AAPCSW-affiliated events should be listed on the AAPCSW website before being posted to the listserv. We ask that you schedule your event ideally not on the same day and time as a currently listed event so to maximize member attendance and avoid confusion.

**Hosting a Virtual Meeting with ZOOM**

If you like to host a virtual meeting for your event, please contact the Administrator, Barbara Matos at [barbara.matos@aapcsw.org](mailto:barbara.matos@aapcsw.org) to receive the AAPCSW ZOOM account login details.

AAPCSW members can host up to two separate online events concurrently. Our Basic ZOOM account can host a maximum of 100 participants. Our Large Meetings ZOOM account can host 500 participants max. **Note that AAPCSW’s ZOOM accounts are not HIPAA compliant.**

Need assistance with ZOOM? Explore short video tutorials on YouTube:  
<https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe>

**Submission Process**

**Step 1:** Please check the [AAPCSW.org](https://www.aapcsw.org/events/) events page to avoid scheduling issues with other AAPCSW member programs.

**Step 2:** Provide event details below:

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| --- | --- |
| **Event Title** |  |
| Date(s) |  |
| Time & Time Zone |  |
| RSVP Deadline |  |
| Contact Person & Email |  |
| Fee(s) |  |
| Event Sponsor |  |
| Event Location *(virtual, in-person, hybrid)* |  |
| Program Description |  |
| CE Hours |  |
| Audience  *AAPCSW Members Only / Public* |  |
| Artwork if available *(JPG or PNG image files)* |  |

**Step 3:** Email this form & related files to administrator Barbara Matos, [barbara.matos@aapcsw.org](mailto:barbara.matos@aapcsw.org). Barbara will then verify that there is no conflict, and our webmaster will post your event on the AAPCSW.org website. Thank you.