

## **IES Philadelphia Posting Guidelines for Allied Organizations**

IES Philadelphia posts events for recognized, design-oriented, allied organizations in the Philadelphia tri-state area free of charge in our calendar of events section of our web site. Listings are for the furtherance of professional development. Listings judged to be commercial, personal, in poor taste, or otherwise not in keeping with intent will be rejected.

In order for us to post your events, we would need the following information.

- Titles of listings, example "May Meeting", are limited to 10 words or less.
- Each listing must include a contact - name and email, telephone or fax. We will only list one name or contact means - if more are received, the first will be used.
- Content in text (not including contact or title) is limited to 25 words or less.
- Listing must be received no later than the 10th of the month prior to your event. Listings will be posted no later than two weeks after receipt, and will be removed following the event date.
- Listings shall be emailed to Li Huang at [lhuang@ftcgroup.com](mailto:lhuang@ftcgroup.com).