

## IEEE CEDA Publicity Policy 2021 [Proposed July 16, 2021]

All [publicity requests](#) should be submitted using the appropriate form on the website as described in this policy. Email requests will be directed to the appropriate form with the exception of the CEDA Executive Committee Officers. Officers should provide the appropriate link to parties related to their activity who are requesting CEDA publicity support.

Events must be approved by the VP Publicity, if not a financially or technically co-sponsored CEDA event, in order to be added to the website. This is a quality and relevance control measure.

[Member Society](#) events can be included on the website as an event with a corresponding call for paper attached to the item. These events can also be sent as email to CEDA distribution list periodically assuming the related deadline is met. The event organizers must submit their requests with early and sufficient lead time to the VP of Publicity and Committee so that timely promotion of the event is possible.

Member Society events are promoted only once and short-notice changes for event dates cannot be accommodated. These events can also be included in the Currents newsletter if the call for content deadline has not expired and is approved by VP Publicity.

### CEDA Website Announcements

Announcements are posted to the CEDA website within 1 business day of approval, or as deemed necessary by our VP Publicity. Announcement postings are completely at the discretion of the Council and are reserved for content directly related to [the FOI and Scope of the Council](#) and its related activities.

This form is also used to add an event to the CEDA website.

Form: <https://iee-ceda.org/form/ceda-website-announcement>

### CEDA Newsletter Contributions

*Currents* Quarterly Issues are published at the beginning of the following months:

- February
- April
- June
- August
- October
- December

The material for these Issues is due no later than two weeks prior to the upcoming Issue, i.e., August's content is due mid-July.

Form: <https://iee-ceda.org/form/currents-newsletter-contribution>

## CEDA Email Announcements

Emails (i.e. Community Calls) are sent out once a month, or as needed, once approved by our VP Publicity. Emails typically contain more than one announcement in order to minimize subscriber attrition.

CEDA does not send out standalone emails for non-CEDA or EC-directed items including extensions on Call for Papers. Items that do not qualify to be included in the Currents newsletters or Community Calls may be added to the CEDA website or social media pages as announcements for CEDA-sponsored events.

Form: <https://ieee-ceda.org/form/ceda-email-announcement>

This policy may change at any point and without prior notification as decided by the IEEE CEDA Executive Committee Officers.