

AMGA CONFERENCE CRITERIA

SUBMISSION CRITERIA

GUIDELINES FOR SUBMITTING INFORMATION TO PATHWAYS FOR ANNUAL CONFERENCE

GENERAL:

- Provide the name of the conference chair and publicity chair along with contact information to Pathways Editor no later than January of the year before the conference.
- Provide the conference logo (JPEG or PNG format) to the editor as soon as it is available.
- Pathways's winter, spring, summer, and fall issues must be submitted in document format (no pdf files, please).
- All graphics (pictures, conference logo, etc.) must be in JPEG or PNG files.
- When submitting a group shot, limit the number of people, and identify the group and the individuals.

SPRING ISSUE:

- **Deadline: March 15 or earlier, word limit 200 – 250 words**
- A brief introduction to the conference, for example, featured speakers, program highlights, etc. The article will be placed on an interior page.

SUMMER ISSUE:

- **Deadline: June 15 or earlier, word limit 300 – 350 words**
- Provide more detail or focus on another aspect of the conference. Again this will be an interior article.
- Include the conference logo or picture if desired, but it will reduce the amount of space available for the article.

FALL ISSUE:

- **Deadline: September 15 or earlier, Approximately 400 words**
- The front page of Pathways will be devoted to the conference.
- Include a picture and the conference logo if desired, but this will further limit the allowable words.

WINTER ISSUE:

- **Deadline: December 15 or earlier**, will be sent as a Postcard, not more than ninety (90) days before the conference and not less than ten (10) days.
- The information must fit on 4.25 x 5.5 x 4. This is equivalent to one (1) sheet of paper.
- If the LMGA furnishes the insert, the insert must be submitted to the Pathways editor by the deadline in a fully edited, copy-ready, pdf format. The editor has no responsibility for the content or formatting of the postcard and will not proof or edit the content in any way.
- The LMGA will cover all postcard costs for the AMGA Annual Conference.

Updated 09/10/2022