



THE OBSERVER – Submission form

"The Observer" is an industry eNewsletter that is published in the Spring and Fall of each year. It is electronically delivered to approximately 6,000 plan sponsors, administrators and service providers in Canada. There is no charge for published articles. Interested parties should notify us of their specific topic as soon as possible so we can reserve the topic for them. The article is subject to review and approval by the ACPM Editorial Committee.

The article:

- Should not be self-promoting or advertorial in nature
- Does not have to align with ACPM policy positions
- Be between **650 and 1,500 words**
- Can contain links for further information
- Should be submitted in English and French whenever possible

After completing this form, please email it to observer@acpm.com

AUTHOR NAME _____

AUTHOR JOB TITLE _____

COMPANY _____

AUTHOR EMAIL _____

AUTHOR PHONE _____

ADDITIONAL CONTACT NAME (e.g., assistant) _____

CONTACT EMAIL _____

CONTACT PHONE _____

AUTHOR BIOGRAPHY (200 WORDS MAX)

PROPOSED ARTICLE TITLE (IF KNOWN) _____

EXECUTIVE SUMMARY OF ARTICLE (MAX 150 WORDS)

PROFILE PHOTO (high res JPG or PNG) attached ___ Yes ___ No

GRAPHICS

- Associated graphics/images should be submitted as separate files
- Acceptable graphics file formats are: JPG, PNG and Excel. **PDF files cannot be used.**

ARTICLE SUBMISSION DEADLINE

Draft articles should be emailed to observer@acpm.com before the deadline, generally two weeks prior to the publication date, or publication cannot be guaranteed.

ACPM EDITORIAL COMMITTEE: All articles are reviewed and approved by the ACPM Editorial Committee to ensure that they comply with the article guidelines. The committee also reserves the right to prohibit the publishing of any article based on overall value, tone, content and excessive self-promotion.