



ArcticInfo Announcement Submission Checklist: Meetings & Webinars

Submitter Details

Your contact information in case we have questions. This information will not be included in the announcement.

- Full Name
- Email Address

Contact Person or Website

The contact person or website that should be included in the announcement.

- Full Name
- Organization
- Phone
- Email
- Website

Event Particulars

- Announcement Type (Save the Date, Call for Abstracts, Call for Registration, Meeting Session, Webinar, and other)
- Title (Name of event/meeting)
- Start and End Dates (and times, if applicable)
- Location (city and state, or city and country for non-U.S. listings)
- Session Number and/or Title (if applicable)

Event Details

- Concise Meeting or Session Description
- Abstract/Session/Theme Submission Instruction (if applicable)
- Applicable Deadlines (registration, abstract submission, etc.)
- Website/URL