



# National Health Council

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## Upcoming Events Calendar Guidelines

The primary goal of the National Health Council (NHC) Upcoming Events Calendar on its website is to provide a comprehensive listing of various health events open to NHC members and the public. The calendar has two functions for two different audiences – one calendar is for NHC members only and the other for the general public. The events on the public calendar will also appear on the NHC member calendar. The NHC member calendar will include information about NHC committee, issue team, and board meetings, which will not appear on the public calendar. **Only those events organized and sponsored by the NHC or an NHC member organization may appear on the Upcoming Events Calendar.**

### Events appropriate for inclusion on the Members-Only Calendar

NHC members are encouraged to submit events to the Members-Only section that are open to NHC members and not to the general public. These events could include health policy meetings, congressional briefings, seminars, and conferences.

All NHC members are permitted to submit **up to three events** for the Members-Only Calendar per calendar year.

### Events appropriate for inclusion on the Public Calendar

The Public Calendar provides information regarding various events that would be of interest to the broader general public. All events on the Public Calendar also appear on the Members-Only Calendar.

All NHC members are permitted to submit **up to three public events** per calendar year. These events could include the annual lobbying day, an educational program, or annual conference.

### Submittal

Submissions will appear on the calendar only after they are approved by designated NHC personnel. Events are approved at the sole discretion of the NHC. Anyone who submits information to the NHC calendar is responsible for the content and accuracy of the submission(s). Postings cannot include material that is deemed inappropriate or contrary to the NHC mission.

Submissions should not exceed 100 words, and each submission may contain one website and one email link. Submissions and inquiries regarding the calendar should be directed to Emily Noonan at [enoonan@nhcouncil.org](mailto:enoonan@nhcouncil.org) or 202-973-0552.

### Adherence to NHC Web guidelines and policies

Those who submit items to the NHC Upcoming Events Calendar are required to adhere to all NHC policies, regulations, and guidelines. For information on the NHC website privacy policy, please visit <http://www.nationalhealthcouncil.org/pages/privacy-policy.php>.