# NPAC Listserv Announcement Posting Template

**Please remember:**

- Please remember if your request is not appropriate for the Listserv (Official government or NPAC related business), it can be posted on the NPAC website and/or Facebook page.
- Do not include a comment indicating the request is for posting, as the intent is known.
- Please use a font size large enough to assist those who are vision impaired.
- If possible, please consider using bold or underline text for emphasis rather than italicized.
- Please be cognizant of your text color and background to allow for appropriate contrast.
- Please avoid using flickering/flashing text and/or animated text.
- Please remember messages submitted for posting will be reviewed and approved or returned to the post originator for edits. **The timeframe for review, approval, or edits is 24 to 48 hours.**

## An example of a post:

To: PHSNURSING-L@LIST.NIH.GOV

Subject: HIV: A Chronic Illness; A Message of Hope

(Body of the message)

Dear fellow Commissioned Corps Nurses and Federal Nurses,

We invite you to attend a webinar on "HIV: A Chronic Illness; A Message of Hope" presented by CDR Michael Forbes of the NPAC subcommittee, Nurse Practice Team on August 21, 2014 at 1300 EST. The call in information is as follows:

http://ihs.adobeconnect.com/IPC8-21-14

      Room passcode: 3718

      1-800-832-0736
      Room Number: 3587815

      10:00am - 1100 Pacific
      11:00am - 12:00pm 8/21  MST
      12 Noon- 1300 Central
      1300-1400 Eastern


Thank You,

Ms. Jane Doe
USDHHS
1234 Beltway
Washington, DC


**Please contact CDR Scott Lamberson at scott.lamberson@tsa.dhs.gov  or 571-227-3824 if you have any questions.**