

The *Naropa Weekly* is the online newsweekly for Naropa University faculty, staff and students. It is published every Thursday.

The Office of Marketing and Communications invites members of the community to submit any announcements or information about upcoming events, lectures and workshops to Marcia Haddigan at marketing@naropa.edu. Be sure to include the correct date and time, and a brief description of your event as well as contact information.

One purpose of the *Weekly* is to act as a bridge to additional information and further resources located elsewhere on the web. If applicable, please include specific links to such information in your submission to the *Weekly*.

Please note: Do not submit non-event-related information. If your submission is not event related, please consider sending your information to webupdates@naropa.edu. If your event-related information already exists on the Naropa website, please submit the name and date of the event and the specific link to that information on the Naropa website. This will help us use our limited space and time resources most efficiently.

Deadline for submissions:

The deadline for submissions is the Friday prior to the week you would like your event listed. Remember: You only need to send the information once. Your event will be listed until it takes place.