



**LEADERSHIP  
GREATER  
HARTFORD**

**For an event to be accepted for a Leadership Greater Hartford Website posting on our “Network News” Events Section, it must meet the following criteria:**

**To be listed:**

- The event must be an annual, one-off, or special event/program
- The event or program must promote the general welfare of the community
- The organization and events must occur within the boundaries of the Greater Hartford region
- Individuals submitting the event must be a Leadership Greater Hartford Member or approved leader or employee of an organization with which Leadership Greater Hartford has a business relationship

**Posting Approval:**

- Decisions concerning all postings are at the discretion of the Leadership Greater Hartford staff
- If a request to post an event is denied, the requester will be notified by Leadership Greater Hartford staff within five (5) business days of submission
- Events will be posted in the Network News section on the Leadership Greater Hartford Website
- The requesting organization must place a link on the host/sponsoring organization’s Website to the Leadership Greater Hartford Website: [www.leadershipgh.org](http://www.leadershipgh.org)

**To submit an event you must provide the following information which may not be more than 100 words:**

- Your name
- Your organization’s name
- Your organization’s Website and hyperlink to the announcement
- Your contact information: Phone and email

- Details on the event in the form of a MS Word Document or email (Leadership Greater Hartford will NOT post documents or PDFs of program announcements)
- You may send a logo or photo
- You may send a logo or photo
- Your acknowledgement that a link to the Leadership Greater Hartford Website is posted on your organization's Website (Upon request we will provide a Leadership Greater Hartford logo and/or hyperlink)

**Contact us:**

If you are not sure whether your event fits within the criteria as outlined above, contact [bryan.carmel@leadershipgh.org](mailto:bryan.carmel@leadershipgh.org) or 860.951.6161 x2400.

**We appreciate any feedback on your event submission experience**