

### Event/Announcement Posting Guidelines

The Society for Clinical Data Management (SCDM) provides opportunities for announcement of upcoming events of interest to the SCDM membership on the SCDM website.

The SCDM website will be updated on the 1st and 15th of every month to include new event announcements. Requests for event postings must be received by SCDM in e-mail format sent to [mmarques@SCDM.org](mailto:mmarques@SCDM.org) five days prior to the next posting update to guarantee inclusion.

Payment in full must be received when the announcement is requested. Accepted methods of payment are via online credit card through a secure server (Visa, MasterCard or American Express) or check. Checks should be mailed to your local office:

North American Office	Global Headquarters	India Office
Society for Clinical Data Management, Inc 1444 I Street, NW, Suite 700 Washington DC, 20005, USA Tel: +1-202-712.9023 Fax: +1-202- 216.9646  <a href="mailto:info-am@scdm.org">info-am@scdm.org</a>	Society for Clinical Data Management, Inc 300 Avenue de Tervueren B-1150 Brussels, Belgium Tel: +32-2-740.22.37 Fax: +32-2-743.15.50  <a href="mailto:info@scdm.org">info@scdm.org</a>	Society for Clinical Data Management 410, Madhava, Behind Family Court Bandra Kurla Complex, Bandra (East) 400051 Mumbai, India Tel: +91 22 61432600 Fax: +91 22 67101187  <a href="mailto:Info-in@scdm.org">Info-in@scdm.org</a>

Acceptance of a posting on the SCDM website will be based primarily on professional merit and suitability (i.e., scope and perceived interest to SCDM membership).

There is a 250-word maximum per posting. The cost structure for placing 30-day postings with & without links to a homepage or logo is outlined below\*:

	One (1) 30 day posting	Five (5) 30 day postings	Ten (10) 30 day postings	Twenty (20) 30 day postings
Text only	\$295 each	\$280 each (\$1400)	\$265 each (\$2650)	\$250 each (\$5000)
Text with logo &/or link	\$410	\$390 each (\$1950)	\$370 each (\$3700)	\$350 each (\$7000)

\* Advertisements for announcement of upcoming calendar events sponsored by other not-for-profit organizations may be accepted in return for reciprocal services of approximately equal value to SCDM at the discretion of the SCDM Advertising Board Liaison. If a reciprocal opportunity is not available, then these announcements may be placed at the published advertising rates. The SCDM BoT may also elect to include, at no charge to the vendor, reference (on the Certification section of the website) to educational course offerings that may be of direct benefit to the members in preparing for the CDM certification exam

Cancellations or changes in posting requests by the advertiser or its agency must be received in writing (email is acceptable) no later than five days after the submission deadline. Cancellations or changes in requests received more than five days after the submission deadline will not be accepted.

Advertiser agrees to hold the SCDM harmless from any and all claims or suits arising out of the electronic distribution of his/her web site link and content of web site. SCDM assumes no liability, including but not limited to compensatory or consequential damages, for any errors or omissions in connection with any posting. The SCDM reserves the right to refuse or delay posting to content or volume.