



Australasian
Association of
Professional
Organisers Inc

AAPO Education Page Guidelines

To have your upcoming event included in the AAPO education and seminars page, please send the following information to webmaster@aapo.org.au.

Name of event*

Name of Presenter*

Date* and time of event

Location of event*

Cost

Contact/booking details*

Your website URL

You may also include one short paragraph describing the event. Please keep your description to no more than 80 words.

Any further information, registration forms etc. can be included in a pdf or Word document. Please ensure the pdf or Word document file carries the same name as your event. The file name should be short with no spaces (for example seminar_Dec_2007.pdf).

The website is updated weekly, usually on Tuesdays. Late submissions will likely not appear until the following week.

Note: Courses offering Professional Organiser Training will not appear on AAPO's Education and Seminars page. If you offer such training, please inform the Webmaster, so your name can be added to the Member Resources page.

Thank you,
the Webmaster.

* Required for inclusion on AAPO's Education and Seminars page.

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P.O. Box 1241
Blackburn North
VIC 3130

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abn 42238502235