

**COMMUNICATION REQUEST FORM**

Directions: Please complete all fields and submit as a Word document to Yu Bao, NERA Communications Committee Chair ([bao2yx@jmu.edu](file:///\\nasusers2\Users\JHenderek\NERA\2022\bao2yx@jmu.edu)) with a copy sent to the appropriate Coordinator(s) listed below:

* **Email**: Archangel Gundula ([agundula@umass.edu](mailto:agundula@umass.edu))
* **Social Media**: Shelby Perry ([slperry@neit.edu](mailto:slperry@neit.edu))
* **Website**: Yu Bao ([bao2yx@jmu.edu](file:///\\nasusers2\Users\JHenderek\NERA\2022\bao2yx@jmu.edu))

**If requesting an email, to which email list should it be sent? Highlight one or more:**

* Members
* Full-time students
* Prospective members
* Everyone
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_

**Rather than emailing attachments, we recommend you request your documents be posted to the NERA website. We can then simply email the link. In the past, spam filters have blocked our emails that included attachments.**

**Here are a few guidelines for approved NERA channels of communication:**

* Official NERA news – email, website, and social media are appropriate
* NERA Conference news – email, website, and social media are appropriate
* *The NERA Researcher* – email, website, and social media are appropriate
* Job postings – social media and/or website are appropriate (official NERA email not appropriate)
* Conferences in Educational Research – social media is appropriate (official NERA email not appropriate)
* Members news, updates, spotlights - social media and/or website are appropriate

Request Made By: **<Please enter your name & email here>**

NERA Position: **<Choose from Committee Chair, Appointee, Board Member>**

Originating Email Address: **neraconference@nera-education.org\***

Type of Request Submission: **<Choose from Email, Social Media, and Website Post>**

Date of Request Submission: **<Please enter today’s date here>**

Requested Date for Email/Post to be Sent/Posted: **<Please enter target date here>**

\**Note:* without special request, neraconference@nera-education.org emails will be used as the originating email address to prevent your email from going to the spam folder of recipients. Please include a reply-to email address as part of your email message text.

Subject Line: **<Please enter your subject here>**

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| --- |
| **<ENTER YOUR TEXT HERE>** |

Approved by: Approval Date:

Expected Release Date: