

### Segment Email Schedule

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	<b>ABO/ FARS/ SET</b> Material Due by 12 Noon ET  No Emails Sent	<b>AAH/ APLG/ GIWB/ DIV</b> Material Due by 12 Noon ET  No Emails Sent	<b>ABO/ FARS/ SET</b> Email Sent	<b>AAH/ APLG/ GIWB/ DIV</b> Email Sent	<b>PI/ TLC/ IAS</b> Material Due by 12 Noon ET
2	<b>AIS/ GNP/ MAS</b> Material Due by 12 Noon ET	<b>FAS/ ATA/ AUD/ TYC</b> Material Due by 12 Noon ET  <b>PI/ TLC/ IAS</b> Email Sent	<b>AIS/ GNP/ MAS</b> Email Sent	<b>FAS/ ATA/ AUD/ TYC</b> Email Sent	
3	<b>ABO/ FARS/ SET</b> Material Due by 12 Noon ET  No Emails Sent	<b>AAH/ APLG/ GIWB/ DIV</b> Material Due by 12 Noon ET  No Emails Sent	<b>ABO/ FARS/ SET</b> Email Sent	<b>AAH/ APLG/ GIWB/ DIV</b> Email Sent	<b>PI/ TLC/ IAS</b> Material Due by 12 Noon ET
4	<b>AIS/ GNP/ MAS</b> Material Due by 12 Noon ET	<b>FAS/ ATA/ AUD/ TYC</b> Material Due by 12 Noon ET  <b>PI/ TLC/ IAS</b> Email Sent	<b>AIS/ GNP/ MAS</b> Email Sent	<b>FAS/ ATA/ AUD/ TYC</b> Email Sent	

#### Segment Email Guidelines:

- Email content must be sent to the Segment Relations Manager by **noon (Eastern Time)** on the Segment's designated **materials due date**.
  - If a Segment does not have an email in that particular week, no email will be sent until the next email cycle.
    - e.g.: If a Segment does not have any email content to be sent in week 1, the next weekly cycle would be week 3. Content may be sent in earlier, however, the email will be sent on its designated week and day.
    - **The first full week in each month is considered Week 1.** Also, if there is a 5<sup>th</sup> week in a month, no emails will be sent that week. For example, July 2024 has 5 weeks, and no emails will be sent during that 5<sup>th</sup> week of July 2024.
- All email content **must** be approved by the Segment President/Chair prior to being sent to the Segment Relations Manager for scheduling. Lack of approval will delay the sending of the email.
- If a Segment wants its content to be shared in another Segment's email, the President/Chair **must** obtain permission from the other Segment(s) President/Chair, prior to sending the content. Please send the Segment Relations Manager a copy of the Segment(s) approval.
- The emails will be set up as follows: The main Segment topic requested will be listed first, then any additional Segment news related to Membership, Meetings (save the dates, submissions, registration, hotel info, etc.), Journals, Newsletters, etc., next any AAA information, finally any external information that the Segment would like to share.
- If the due date/email send date falls on a holiday or at a time when the AAA office is closed, it will be moved to the next business day the office is open.