



# Friends of NEWIEE: Event Submission Guidelines

We spotlight events and content that aligns with our mission of advancing women+ in energy and the environment. Friends of NEWIEE events are promoted in three ways:

1. Added to our website events calendar
2. Listed in our monthly programming newsletter
3. Shared (when possible) on social media channels

As we have capacity to share content from Friends of NEWIEE on our social media platforms, we will do so as well.

## Content Eligibility Guidelines

### What We Promote

Events and news must align with NEWIEE's focus areas:

- **Professional development** for women+ in energy/environmental sectors
- **Career advancement** opportunities (networking, mentorship, leadership training)
- **Industry knowledge** (technical or policy topics, related to New England's energy, sustainability, climate, environmental sector)
- **DEI initiatives** advancing underrepresented voices in these fields
- **Community building** for women+ professionals

### We Do Not Promote

- Content unrelated to our sectors
- Events requiring membership as prerequisite (Friends events should be open)
- Purely commercial/sales-focused content without educational value
- Content that contradicts NEWIEE's commitment to diversity, equity, and inclusion (including diversity in event speakers).
- Events that conflict with a NEWIEE event (determined at the discretion of NEWIEE staff).

### Priority Given To



- Free or low-cost events accessible to early-career professionals
- Events in New England or virtual with regional relevance
- Organizations that actively support women+ career advancement
- Content that showcases NEWIEE Members (Organizations and Individuals)

## How to Submit Your Event

[Submit your event details through this form](#) with the following information:

- Event name, date, time, location, contact information.
- A brief 2–3 sentence description
- Registration link or event webpage
- URL for your LinkedIn promotional post (for us to share)

## Deadlines & Timing

**Calendar Deadline:** Submit your event by **Wednesday at noon** for it to be added to the NEWIEE calendar by the following Monday. Let us know about your event as soon as you can to get the maximum impact.

**Newsletter Deadline:** Submit by the **second Wednesday of the month at noon**.

*Note: Events listed on the calendar are included in our second monthly newsletter which generally runs the fourth week of the month.*

**LinkedIn Post Deadline:** Rolling submissions

We will share your post when possible, based on availability in our social content calendar. NEWIEE posts only once per day, so scheduling is curated carefully. **If you are requesting a LinkedIn share, please share the post on your own LinkedIn.**

**Questions?** Contact us at ([newiee@newiee.org](mailto:newiee@newiee.org))