

Dear BSA knowledge community chairs:

In order to support the work of our knowledge communities in promoting meetings and events to the BSA community, we have established the following avenues of communication. We ask that *all knowledge community communications originate through the BSA* unless other arrangements have been approved by BSA staff. This ensures that we remain in compliance with anti-spam regulations as well as helps to establish consistent BSA branding.

Monthly@BSASpace – a digital newsletter emailed to subscribers in the beginning of each month. This publication is geared toward the A/E/C professional community and includes meeting and event announcements. *Deadline for knowledge community submission: 15th of the previous month*

Currents – a digital newsletter sent out to a broad subscriber base on Thursday for following week's events. *Deadline for knowledge community submission: noon on Tuesday of the previous week*

Knowledge Community News – Email newsletters to combined lists of subscribers of specific interest groups for individual events. *Deadline for knowledge community submission: We ask that knowledge community submissions are made at least two weeks prior to your meeting, but no later than the Monday of the week preceding your meeting. The newsletters that are sent on Tuesdays will list all knowledge community meetings occurring in the following week.*

Submitting knowledge community meeting announcements through the web portal:

In your browser, navigate to Members -> Knowledge Communities -> Chairs [Enter Here] and click on the [link to submit meeting information](#).

Please feel free to contact us if you have any questions you may have or for help with submitting announcements.