

SUBMITTING ITEMS FOR *WHAT'S NEW*

SUMMARY

The Communications Department (COM) produces the weekly e-newsletter entitled, *What's New*. *What's New* has become a popular and effective communications tool reaching more than 25,000 County employees.

PROCEDURE

1. Send newsworthy information that would be of interest to or benefit employees, such as special events, updates on County services, and educational programs.
2. Have your Department submit the copy to the Webmanager, using the online form <http://intra.miamidade.gov/information/service-requests.asp>.
3. Use 80 words or less. Provide an Internet link for more information.
4. Pictures and graphics are not required. If provided, they should be in a separate .JPG file of high resolution.
5. Proposed copy must be received by 5 pm on the Tuesday prior to the week of publication.
6. Please note that all copy submitted is subject to editing for length and clarity.

All items are considered for publication.

CONTACT(S):

Department/Division

Communications/Integrated Communications