

Instructions for submitting work order for Information Session Posting

Please send to infosession@foodaddicts.org with the following information.

Please give the following information in the format of the examples listed below. (You do not have to include the table/box)

1. Day of week, date, City, State, Country
2. Where (location): facility name, address, city, state, zip, country. Include room information if that is useful to the public. Also include the Google Map Link if you want one in the table.
3. When: start and end time with am or pm (if no end time is given, then 1.5 hour length is assumed), date of information session.
4. Description (see examples below): Provide the Contact phone for more information; optional to include person's first name and initial of last name. Phone number should be local to the country or area where information session is located. Person must be willing to have their phone number be displayed on the website.
5. NOTE: How to create a Google Map Link: Use the examples below and replace the specific place words with the words for your specific location. Basically, each space is replaced with a "+" sign and the commas are left in. Please create the Map Link line, and test it by pasting it into a browser line. Verify that it will open Google Maps and that it displays your information session location.

EXAMPLE INFORMATION SESSION LISTINGS for website: (Please add map link at the bottom and remember to bold where it's indicated in the example below

Saturday, 5/18/2013 – WALLED LAKE, MICHIGAN, USA

Where: Crossroads Presbyterian Church, 1445 Welch Road, Walled Lake, Michigan 48390

When: Saturday 1:00-2:30 pm, May 18, 2013

Description: Please join us at this Open Information Session. It's free and open to the public. For more information, **contact Aieda D. at 555-277-0628.**

MAP LINK:

<http://maps.google.com/maps?q=Crossroads+Presbyterian+Church,+1445+Welch+Rd,+Walled+Lake,+Michigan&hl=en>