



SUBMISSION GUIDELINES

CO-SPONSORED PROGRAMS

For events or programs that the Japan Society of Northern California co-sponsors, we are happy to promote the event in the following ways:

- Listing on our website Events page
- Listing in our e-newsletter, which reaches over 4,000 subscribers
- Listing in our printed Program Calendar, which is distributed to Japan Society members and program attendees

In order to advertise the event in the above-mentioned ways, we must receive all relevant information (event description, contact information, images, URL links, etc.) **at least three to four weeks prior to the event date.**

COMMUNITY EVENTS

For community events or programs that the Japan Society does not co-sponsor, we will accept requests to place the event description in the “Around the Bay” section of our e-newsletter.

Information about the event (including images, contact information, URL links, etc.) should be sent **two to four weeks in advance of the event date.** Events will be listed at the discretion of Japan Society staff and we cannot guarantee that all events will be posted.

We will not post community events on our website.

JOB LISTINGS

In 2008, we are proud to offer our Corporate Members a new benefit: job listings on the Japan Society website. Unfortunately, we are unable to post job listings for companies that are not Japan Society Corporate Members.

To have your job posted on our website, please send the position title with a URL link to the job description. We will post the listing for one month or until you inform us that the position is no longer available.

If you should have any questions about these submission guidelines, please feel free to contact the Japan Society: 415.986.4383 or jsnc@usajapan.org.