



# TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

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## M E M O R A N D U M

**DATE:** August 2007  
**TO:** TCCTA Convention Section Chairs  
**FROM:** Carole Hawkins, Assistant to the Executive Director  
**SUBJECT:** Section Meeting Publicity, 2008 Convention

This year, we will be posting information about section programs on the TCCTA Web site early in the fall. This will allow members ample opportunity to know what programs will be offered and make travel arrangements early. We know that the section chairs will be successful in obtaining outstanding speakers and arranging excellent programs. We would like to include short articles and photographs, if possible (digital photos must be “high resolution”) promoting section meeting speakers. These items will appear in the convention issue of the TCCTA *Messenger*, scheduled for publication about January 15, 2008, as well as on the Web site.

If you would like to submit an item and picture(s) for inclusion on our Web site and in the *Messenger*, **the deadline for receiving that material in the state office is October 20, 2007.** When you make arrangements for the speaker(s) for your section, please ask that they send you photographs and biographical information for use in publicizing their participation in the convention. Speakers are usually flattered by such requests and are eager to comply. In the case of authors or editors sponsored by publishers, the publisher representatives will be able to obtain photographs and background information.

We will be glad to provide you with the e-mail addresses of current members who have identified themselves as teachers in your discipline, on the condition that the information will be used exclusively for the purpose of promoting the TCCTA convention and attendance at your section meetings. We can provide mailing labels or addressed envelopes, also. Mailings of this nature should be planned for mid-January, and our office will need a few days to produce the requested information.

Expenses associated with duplicating and mailing information regarding section meetings may be reimbursed, under provisions of the Policies Regarding Convention Section Meetings, included on the Section Chair Resource page.

If our office can be of any possible assistance or provide additional information concerning your meetings, please contact me ([chawkins@tccta.org](mailto:chawkins@tccta.org)).