

# Newsletter Templates and Instructions

**Purpose** This tool provides two templates and instructions for developing online newsletters to disseminate information about research, conferences, and other initiatives.

**Format** This tool provides step-by-step instructions on how to develop an online newsletter. The instructions for completing each section of the newsletter are included under a specific headline.

**Audience** This tool is designed primarily for researchers from the Model Systems that are funded by the National Institute on Disability and Rehabilitation Research (NIDRR). It can be adapted by other NIDRR-funded grantees and the general public.

**Resources** Information about the research or event you plan to publicize using a newsletter.

The contents of this tool were developed under a grant from the Department of Education, NIDRR grant number H133A110004. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Template 1

|  |
| --- |
| Insert your logo here. |

## [Date] Newsletter

### Institution name

### Department name

#### Headline 1

Insert your story text here; keep in mind the following guidelines:

* Use clear and concise language; otherwise, you risk alienating your readers.
* Avoid images, because many email viewers will block them.
* When possible, provide relevant URLs. These can be links to institutions, conference homepages, researcher profiles, etc.

#### Headline 2

Insert your story text here. Follow the same instructions under Headline 1.

#### Headline 3

Insert your story text here. Follow the same instruction under Headline 1.

#### Upcoming events

* Date of event: Title of event (City, State). Relevant URL.
* Date of event: Title of event (City, State). Relevant URL.
* Date of event: Title of event (City, State). Relevant URL.

##### About us

Provide a short paragraph that describes your center. If applicable, mention your funding agency.

##### Contact us

Web: [URL]

Email: [Email address]

Phone: [Phone number]

##### Connect with us

Facebook

Google+

Blogger

LinkedIn

You are receiving this email because you subscribed to our distribution list. If you no longer wish to receive these emails, please click here.

Template 2

|  |
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| Insert your logo here. |

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| About us Provide a short paragraph that describes your center. If applicable, mention your funding agency.  Also be sure to provide any relevant contact information and/or links to social networks. |