

Guidelines for Submissions to the Triangle Insight E-Newsletter

As our sangha continues to grow, so has the amount of content in our monthly e-newsletter. On occasion it seems a bit unwieldy, not only taking more time to sift through and read, but also more hours to produce. On the other hand, we continue to receive more requests for events, activities, and retreats to be announced, with the feedback that the newsletter has been a significant factor in promoting attendance at some of these functions. This leaves us in a quandary as to how to balance managing the content without sacrificing the purpose of such a communication forum, that being to publicize activities of which there may be interest related to the practice of insight meditation. At times like these it may be helpful to apply an interpretation of “The Middle Way” as it may pertain to our dilemma -- neither doing away with the newsletter altogether, nor maintaining the status quo. It is in this spirit that we offer the following guidelines for submission of content for our monthly e-newsletter:

1. All postings should in some way relate to the mission of the Triangle Insight Meditation Community: “...to help support and deepen the practice of insight or *vipassana* meditation and related practices, and to explore a variety of topics relevant to the teachings of the Buddha.” Any question as to relevance will be addressed by the guiding teachers as to the inclusion of the submission.
2. Entries appearing in the body of the newsletter will be streamlined to include enough information to peak interest, followed by a “...read more” link that readers may go to for more information and further instructions.
3. Deadline for inclusion in the monthly newsletter will be 15 days prior to the 1st day of the month of the issue requested, with the event needing to be within 4 months or less from the month of publication. Once an entry is made, it will remain in the succeeding newsletters until the event date expires, or unless we are instructed to delete it sooner. If the event is a regularly recurring activity, it will remain in the newsletter for 6 months, at which time a request for continuation will need to be submitted or the posting will be deleted. We request to be notified of any event cancellations.
4. Submissions should be made to info@triangleinsight.org and in the following format:
 - a) Title;
 - b) Instructor(s)/Teacher(s)/Presenter(s);
 - c) brief description of the event in 50 words or less;
 - d) dates/times/location/cost (if any);
 - e) an attached .pdf that can be uploaded to the newsletter library, and/or a contact person with an email address/ phone number, and/or a link to a website where a more detailed description with particulars can be found (flyers not in .pdf format cannot be uploaded to the library and thus are not acceptable).

5. In case of a large number of requests, not all submissions may be accepted, and priority will be given first to submissions from within the leadership of Triangle Insight, then to others who regularly participate in the activities of the sangha, then to those sponsors with whom we are familiar and/or whose activities involve a teacher or instructor with whom we are familiar. Any events sponsored within and by Triangle Insight will have priority over outside events.
6. Please direct any inquiries regarding these guidelines to info@triangleinsight.org.