



GUIDELINES FOR CETA PERFORMANCE REVIEW SUBMISSIONS

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As you prepare your contribution, please adhere to the following requirements:

1. Ensure your content is informative and educational. If content is related to a product or product type, the content should not be promotional in nature, nor should it unjustly target any singular type of technology.
 - a. All content is reviewed by CETA's Education Committee, with the Performance Review subcommittee having final say on content. If your submission is approved, submissions may be returned to the author with edit requests using the Track Changes feature in Microsoft Word. Responses to requested edits must be completed using the Track Changes feature.
 - b. All requests for editing of content must be responded to and returned to CETA within 1 week of receipt.
2. By submitting your contribution, you:
 - a. Confirm that all written material, data, or media provided in your submission is owned by you, in the public domain, or its use has been granted to yourself and CETA for publication in the Performance Review.
 - b. Grant CETA the right to freely publish your content in the Performance Review, CETA website, and other CETA media and publications.
3. Content must be submitted in Microsoft word .doc or .docx format.

Performance Review Submission Deadlines:

	SUMMER EDITION	WINTER EDITION
PUBLICATION DATE	AUGUST	FEBRUARY
SUBMISSION DEADLINE	JUNE 15 TH	DECEMBER 15 TH

Please reach out to info@cetainternational.org with any questions.

Thank you for your support of CETA!

The CETA Education & Training Committee