

Dear Friends,

As we work out how to use this web site, we are trying to find ways to keep individual pages from getting to be really long and requiring lots of scrolling for the reader. Also, there is some indication that very long pages don't seem to get updated correctly on our hosting server. We have already had to split our upcoming events list into two pieces, the 'SIMC' list and 'other' list. In a way this is a good problem to have, since it shows how vibrant is our total community of Saskatoon meditators!

So, if you wish to have an event added to our 'SIMC Events' or 'Other Events', please prepare the following and send it to sitemgr@saskatooninsight.com:

- create a summary of the event that is no more than 150 words. This should contain:
 - * title of the event
 - * dates, times and location(s)
 - * cost ... notes on Dana, subsidies for people who need it, etc.
 - * teacher's name and if available, web site url
 - * brief summary of the program
 - * contact coordinates (phone numbers, e-mail addresses, etc.) for more information
- a photo of teacher/presenter (optional)
- (optional but desirable for other than very simple events) ... a Microsoft Word document that contains the full description (i.e., like a 'brochure' for the event)
- (optional but desirable for other than very simple events) ... a Microsoft Word document for the registration form, with instructions and mailing address for registrants to send it in

The full brochure and registration forms will be stored on the web site as PDF files, and visitors to the site will be able to download them if they want them.

Thank you,

Bob Kavanagh