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## Partners Supporting Partners - Submission Guidelines

### **Guidelines:**

Applications will be evaluated on the service/offering's proposed ability to positively impact and/or support the lives of women physicians. Generally, postings must represent work of, or an opportunity provided directly by the applying partner (ie. not that of friends/colleagues/family), except for employment opportunities which may represent a larger organization/institution (see below).

### **Categories for postings are:**

1. Businesses - businesses or varying scopes either providing goods or services from the CWIM partner, **excluding** multi-level marketing. These will be categorized by 1) Products/Goods for sale and 2) Services for hire.
2. Employment opportunities - institutional job opportunities for physicians to be shared by partners who work at a particular site or are affiliated with the hiring organization. Please specify if you work at the site of the job opportunity yourself.
3. Events - In order to provide an inclusive and safe platform to share resources and opportunities, this category excludes fundraising/charity events or others that solicit directly for funds from partners.
4. Personal or Professional Development/Education - course or conference offerings that can include CME.
5. Rental Properties

CWIM is committed to being a bilingual organization. To ensure inclusivity and accessibility for all our partners using this space, both English and French language submissions are welcome. Please provide ad material in either/both languages, whichever reflects the nature of the opportunity being posted. For example, if you post for a course that will be delivered in French or English only, your submission material does not need to be provided in both languages.

The approval form will ask you to submit any specific text and graphics you would like in your post so please only provide material you are comfortable having advertised on the CWIM website to partners who can sign on and view in the password-protected space.

Applications will be reviewed monthly (at the beginning of each month). The deadline for submissions to be posted for any given month is the last day of the preceding month. Once your application is submitted, the CWIM Partnership Engagement Committee will review it. Applicants will be informed of the results of the review of their posting proposal by email by the second week of the review month so please be mindful of this if your posting has a particular deadline.

Postings will expire after 6 months or at the time of the event date (if applicable), whichever is earlier unless you specify in your submission. If appropriate, they can be renewed with a re-application at that time.

***CWIM reserves the right to decline to share an advertisement they feel is not in keeping with our organization's guidelines/values. Any services or goods purchased from vendors advertised on this site are at the discretion of the buyer and done so independently of CWIM.***