

NEWH Presentation Protocol Guidelines

When presenting as a Board member of NEWH, Inc., an NEWH Chapter, or an NEWH Regional Group please use the following as protocols for your presentation protocol.

- When speaking, presenting, or moderating on behalf of NEWH at a function, use your NEWH title and do not present yourself using your company title.
- In all communication, written or verbal, please use your NEWH title.
- Use an NEWH signature in email correspondence. When corresponding on NEWH business for NEWH, engaging on a more formal level of correspondence that relates to a specific NEWH event, your personal email signature should have the NEWH logo on your correspondence.
- NEWH, Inc., will provide NEWH business cards to our Executive Committee or International Board of Directors (IBoD) members upon request. These business cards will have the NEWH, Inc. logo, your name, official NEWH title, your contact phone number and your NEWH email. Please request these business cards from Shelia Lohmiller at the NEWH, Inc. office.
- If you are a sponsor of a specific NEWH event, you may also use your work / employment title along with your NEWH title.
- At the NEWH Leadership Conference, the protocol for speaking or presenting opportunities are bestowed on our dedicated senior level, starting with President, Vice-Presidents and Directors representing NEWH. If the Vice-President of the specific discipline is not available to present, then the next level of IBOD Director would be invited. If they are not available, the appropriate contact will be selected and invited to present on behalf of NEWH at the event.