

Website Content Submission Form



International Association
of
Administrative Professionals

[Chicago Lake Shore Chapter, IAAP](#)

Instructions:

Please complete all fields and press the submit button below.

Sending E-mail Request:

If you have any attachments that need to be uploaded onto the website, (such as graphics, documents, etc). please attach each file separately in the e-mail. Also include the original document as well as the final pdf document. Please copy all interested parties/reviewers to your e-mail request.

Process Completion:

Content will be added within 5 business days of request unless otherwise indicated. When content is published, an

email will be sent to the requester and the requester will receive a confirmation email.

Content Removal: If you have any content that you would like removed from the website, please contact the website administrator at iaap@iaap.org or call 773-399-1234. Please provide the URL of the content to be removed and the reason for removal.

Title of Content Submission:

Name of Requester:

Requestor's E-mail Address:

Requestor's Phone Number:

Preferred Method of Contact:

Content Type:

By what date should content be added to website? Requests will be added within 5 business days.

By what date should the content be removed (if applicable) from the website?

Please choose the intended target audience for this content:

Please insert your content here. If you are submitting changes to existing content, please indicate detailed instructions on which page should be modified and where content should be added/deleted.

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