**EVP-COO e-Newsletter: Remaining 2024 Schedule**

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| Submission Deadline *(By close of business, one week prior to planned send.)* | Target Send Date (T*ypically the last Tuesday of each month; may adjust during summer months and around holidays based on content.)* |
| October 23 | October 29 |
| November 19  | November 26  |
| December 13 *(compressed schedule)* | December 18 *(adjusted due to holiday schedule)* |

This monthly e-newsletter is distributed to all employees in the Operations portfolio along with colleagues in the President’s Office, the Provost’s Office, UVA Foundation, UVIMCO, and a few others who have requested to be added to the distribution list. **Submissions should be brief, informative, and link to more detailed content on departmental websites when additional information is available.** Given the breadth of interests and responsibilities among recipients, keep it light and keep it tight!

Please submit content to Corinne Geller via email at ucy6zk@virginia.edu by the deadlines listed above. Your entries may be edited for space, clarity, and style. **Photos/ images are encouraged but will be limited to one or two (side-by-side) per entry.** **Please send images as attachments rather than embedded in Word documents. They must be uploaded for mailing as separate files, so embedding them adds steps to the process.** Questions? Contact Corinne at 804-389-6800 (my cell) or by email. Thank you!