

# HCEA Listserv Guidelines

The HCEA Listserv promotes dialogue among the health care education community. Topics include developments in our field, upcoming conferences, job opportunities, review of research and evidence-based practice, and resources for patient education and professional development. HCEA utilizes Simplelists as the listserv platform.

1. Please use a descriptive subject line. This will help the listserv subscribers find your post easily. If you are responding to an earlier post, but changing the discussion topic, please change the subject line.
2. The default setting on the listserv replies to all subscribers. If you wish to respond to someone individually (e.g., “thanks!” “me too,” etc.), change the “to” line to only include that person. This helps prevent additional messages sent to unnecessary recipients.
3. The listserv is a professional forum and should be treated as such. Please ensure your responses are respectful and considerate. If you are uncertain how your response will be perceived, consider sending your response directly to the recipient rather than all listserv subscribers.
4. Promotional messages should not be posted on the listserv. If you have a job posting, please visit <https://hcea-info.careerwebsite.com>. Here you will find current job postings and information on recruitment options. Exceptions include:
  - Promotion of events related to health care education (e.g., conferences, webinars, workshops) regardless of whether there is a cost for attendance. The number of messages about a single event should not be excessive.
  - Postings regarding items-for-purchase related to health care education (e.g., new books) if the focus is on the content of the material and, therefore, likely to be of broad interest to listserv subscribers. The number of messages about the item should not be excessive.
5. To unsubscribe from a certain listing, view details at the bottom of that listing. Please do not send requests to unsubscribe to the listserv itself.
6. Users should not post messages that violate copyright or other intellectual property laws.
7. A digest version of the listserv is available. This option is beneficial for those who prefer fewer email notifications on posts. You can opt to receive the digest format when initially subscribing, or you can contact the listserv administrator Dana Abbey ([dana.abbey@cuanschultz.edu](mailto:dana.abbey@cuanschultz.edu)).
8. For an archive of listserv posts click <http://archives.simplelists.com/hcea-discussion>.
9. To view the Simplelists privacy statement scroll to the bottom of the page and click on “Privacy Policy” <https://www.simplelists.com>.