



## INFORMATION TO BE INCLUDED IN SSP MONTHLY EMAIL

Greetings Members,

If you have any information that should be made known to the membership and you'd like it included in the monthly email, please send a concise typed document via email to SSP administrative assistant at [sspinfo@pittcon.org](mailto:sspinfo@pittcon.org). Please include a note specifying in which monthly email it is to be included. If mailing the information, it will need to be retyped, so please allow at least one additional week!

**Mail to: Spectroscopy Society of Pittsburgh Attention: SSP administrative assistant, 300 Penn Center Blvd., Suite 332, Pittsburgh, PA 15235-5503**

Information is subject to approval by the Secretary and the Executive Council.

<i>Meeting Date</i>	<i>Society Lead</i>	<i>Crucible Deadline</i>	<i>Monthly Email Deadline</i>
Sept. 18, 2019	SSP	August 15, 2019	August 20, 2019
Oct. 23, 2019	SACP	September 15, 2019	September 19, 2019
Nov. 13, 2019	SSP	October 15, 2019	October 24, 2019
Dec. 2019	No Meeting	November 15, 2019	November 14, 2019
Jan. 8, 2020	SACP	December 15, 2019	December 13, 2019
Feb. 12, 2020	SSP	January 15, 2020	January 22, 2020
Apr. 8, 2020	SACP	March 15, 2020	March 12, 2020
<b>May 20, 2020</b>	SSP Awards	April 15, 2020	April 14, 2020

Please follow the schedule, as we will strictly follow the due dates!

The "Monthly Email Deadlines" are approximately four weeks before the meeting so please schedule accordingly. If you have any questions, please email the SSP administrative assistant at [sspinfo@pittcon.org](mailto:sspinfo@pittcon.org) or call (412) 825-3220 x200.

Respectfully,

Edward P. Zovinka / 2019-2020 SSP Secretary

**We need your help to get your messages clearly to the membership in the monthly email.**

**For Business Meeting Minutes please email me the information you will present by noon on the meeting date or hand deliver it at the meeting. Submissions before the meeting date are most appreciated.**

**EMAIL: [ezovinka@francis.edu](mailto:ezovinka@francis.edu)**

**Thank you!**

**Edward P. Zovinka**