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**THE OBSERVER – April 2025 (Spring Edition) - ARTICLE PROPOSAL FORM**  
**Article Proposal Form must be received by Friday, February 28, 2025**

The Observer is an industry eNewsletter that is published on a biannual basis. It is electronically delivered to approximately 5,000 plan sponsors, administrators and service providers in Canada. There is no charge for published articles. Interested parties should notify us of their specific topic as soon as possible so we can reserve the topic for them. The article is subject to review and approval by the [ACPM Editorial Committee](#).

**The article:**

- Should not be self-promoting or advertorial in nature
- Be between **650 and 1,500 words**
- Can contain links for further information
- Should be submitted in English and French whenever possible

After completing this form, please email it to [observer@acpm.com](mailto:observer@acpm.com)

**AUTHOR NAME** \_\_\_\_\_

**AUTHOR JOB TITLE** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**AUTHOR EMAIL** \_\_\_\_\_

**AUTHOR PHONE** \_\_\_\_\_

**ADDITIONAL CONTACT NAME (e.g., asst.)** \_\_\_\_\_

**CONTACT EMAIL** \_\_\_\_\_

**CONTACT PHONE** \_\_\_\_\_

**AUTHOR BIOGRAPHY (200 WORDS MAX)**

**PROPOSED TITLE (IF KNOWN)** \_\_\_\_\_

**EXECUTIVE SUMMARY OF ARTICLE (MAX 150 WORDS)**

**PROFILE PHOTO (high res JPG or PNG) attached** \_\_\_ Yes \_\_\_ No

**GRAPHICS**

- Associated graphics/images should be submitted as separate files
- Acceptable graphics file formats are: JPG, PNG and Excel. **PDF files cannot be used.**

**ACPM EDITORIAL COMMITTEE:** All article proposals and final articles are reviewed and approved by the ACPM Editorial Committee to ensure that they comply with the [article guidelines](#). The committee also reserves the right to prohibit the publishing of any article based on overall value, tone, content and excessive self-promotion.

**FINAL ARTICLE SUBMISSION DEADLINE**

Final articles should be emailed to [observer@acpm.com](mailto:observer@acpm.com) by **Friday, March 28, 2025**, or publication cannot be guaranteed.