



How to submit an idea to Interchange

Thank you for considering Interchange as a means to inform others in the Alberta Health Services organization about the work being done in your area.

Interchange aims to provide readers with news in a timely manner that is quick and easy to read. Information we're looking to provide includes:

- Organizational news to strengthen our direction and focus as a single entity
- Updates on policies and directives to help you feel confident in the decisions you make
- Team profiles so that we can understand all the roles within AHS

Please note that these are just a few examples and that all submissions will be considered. If Interchange isn't the right vehicle for your communication, we'll look to find you the one that is or match you with a Communications Advisor who can help.

Submissions must:

- Be written in clear, plain language that can be understood across the organization
- Be of relevance or interest to a broad range of readers
- Be submitted in a Word document as an attachment to an email
- Include links to or PDFs of documents mentioned in the article
- Be provided at least one week in advance of the publication date
- Have received approval at the director level prior to submission
- Include contact information of the person providing the submission as well as the approving leader

Interchange reserves the right to edit material for length, content, spelling and grammar. Submission does not guarantee publication.

The Interchange email address is ahsinterchange@albertahealthservices.ca

Thank you.