



## The College on Problems of Drug Dependence

### CPDD Listserv Policy

Last Updated: April 13, 2021

The CPDD listserv is open to all CPDD members and is closed to non-members. CPDD maintains an open website, [www.cpdd.org](http://www.cpdd.org), for further information about CPDD and its activities. Upon acceptance and payment of CPDD membership, members are added to the CPDD listserv. Members who participate in the CPDD listserv may post items that they believe are relevant and/or of interest to other members. Any member can send messages to the listserv. Messages may contain information regarding job postings, funding opportunities, local/federal news of interest to members, etc. This listserv should not be used to self-promote authors or publications, or for any commercial or political use. The CPDD Executive Office approves all content posted to and membership of the listserv and reserves the right to reject any content deemed inappropriate or not within the guidelines listed in this policy. The CPDD Executive Office reserves the right to remove any member that does not abide by this policy. Any questionable content may also be sent to the CPDD Executive Committee for final approval. CPDD, from time to time, will also circulate information and activities about CPDD as well as other affiliated organizations. To send messages to the listserv, use the email [cpdd@lists.vcu.edu](mailto:cpdd@lists.vcu.edu).

The following guidelines must be adhered to when posting to the CPDD listserv:

- To send messages to the listserv, use the email [cpdd@lists.vcu.edu](mailto:cpdd@lists.vcu.edu).
- Do not post or distribute files, articles or other information subject to trademark, copyright, or other proprietary rights, except with the express consent of the owner of the rights. The distribution of PDF's or journal articles via the listserv is not permitted, even if you are the author. A subscription to *Drug and Alcohol Dependence (DAD)* is currently offered to all members of CPDD. If you would like to share a *DAD* article with your colleagues on the listserv, please cite the PubMed reference and provide a web link instead. *Drug and Alcohol Dependence (DAD)* journal articles only.
- Please remember that we must comply at all times with the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and similar regulations in the countries of all participants. Information posted on the listserv will not be treated as confidential and, therefore, should not identify any patient by name or any other identifying features.
- Responses to discussion topics are not to be relied on as professional opinions or advice, and such responses are not intended to constitute official CPDD guidelines or to supplant an individual's judgment with respect to particular patients or clinical situations.
- Please do not send messages to the CPDD Executive Office to be posted on the listserv. You will receive an initial listserv confirmation by email as well as monthly reminders that include detailed instructions for posting directly to the listserv. If you are having any technical difficulties posting to the listserv, email [info@cpdd.org](mailto:info@cpdd.org).
- Political posts are not permitted via the Listserv.
- If you would like to promote another meeting or digital event, please click [here](#) to submit your event to the Other Meetings calendar.

- If you would like to promote a research project, please email information to [info@cpdd.org](mailto:info@cpdd.org) to be added to the new Research Projects webpage.
- Solicitations for funding or charitable donations are not permitted.
- In Memorium announcements of active CPDD members is permitted.

To send a message to all members of the CPDD listserv, please follow the instructions detailed below:

- Send your message via email to: [cpdd@lists.vcu.edu](mailto:cpdd@lists.vcu.edu).
- Compose your message as you would like it to appear in the body of the email.
- Include any attachments to the email.
- In the subject line, please put what you would like the members to see:
  - CORRECT: Recruiting for Medical Director
  - INCORRECT: [CPDD] Please Post to the Listserv
- Once you send the email, you will receive an automatic reply asking you to confirm your message.
- Click on the link provided in the email to confirm.
- Your email will then be sent to the listserv administrators for approval in the CPDD Executive Office.
- Once approved, the email will be scheduled for sending. CPDD sends only one email to the Listserv daily, causing some emails to lag one to two business days.
- Any job recruitment emails received throughout the week will be grouped together and circulated weekly on Fridays.