



Policies Governing the Rental of AUPO Mailing Lists

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Procedure:

You must submit the following with each order:

- A copy of the intended mailing piece – you must submit every piece that will be included in the mailing.
- A completed order form, including payment.
- A completed and signed copy of the Confidentiality Agreement for Mailing List (Licensee) form. This must be completed by the Chair at academic institutions or an authorized signer for the organization or individual ordering the list, not a 3rd party mailing house.
- Following AUPO's approval of your mailing piece, AUPO will send you one set of the requested mailing labels. If you will use a Mailing House, AUPO requires that your Mailing House sign a copy of AUPO's Confidentiality Agreement for Mailing Lists (Mailing House) form which will be sent to them by AUPO after we receive your complete order and are ready to process it.

Terms of Use:

Submission of an AUPO Mailing List Order Form acknowledges acceptance of AUPO's Terms of Use as follows:

- AUPO mailing lists are available only for communications germane to the scientific or practical aspects of academic medicine.
- AUPO mailing lists will not be made available for any communication on drugs, medical equipment or devices involving the offer of a rebate, discount, or other remuneration, which in the sole discretion of AUPO, may be illegal or unethical.
- AUPO mailing lists will not be made available for any fundraising or survey mailing purposes.
- AUPO mailing lists will not be made available for any communications that would tend to mislead, misinform, or deceive.
- Mailing pieces are subject to advance approval by AUPO. The AUPO reserves the right to deny any request for mailing lists for any reason.

- Rental of AUPO's mailing lists does not imply AUPO endorsement, and no implication of endorsement, approval, co-sponsorship or cooperation will be made in any mailings.
- AUPO mailing lists may not be used to create or update any database. The mailing list is the property of AUPO and may not be duplicated.
- Each AUPO mailing list may be used only once and only for the purpose approved by AUPO.

Mailing List Pricing:

- To order mailing lists, complete the enclosed order form and payment and return it to AUPO with the intended mailing piece and the completed Confidentiality Agreement for Mailing List (Licensee) form. Once your mailing piece has been approved, mailing labels will be produced according to your specifications and shipped within 1 - 3 weeks. (Note: We aim to process labels as quickly as possible; however, at certain times of the year there may be delays.)
- Orders will not be processed without payment.
- Mailing Labels are sorted by Country then Zip Code. Labels are printed on 3-across, pressure sensitive (peel and stick) labels.
- For additional questions regarding AUPO Mailing List Rental please review our Frequently Asked Questions (FAQ) document.

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