

CPT Event Publishing Policy

This policy will document the guidelines that should be followed when publishing CPT events. This is to ensure that we all follow the same standard.

Banner

When making the banner you are recommended to use the banner generator, this will automatically create the template with all required details in the place they should be. If for any reason the banner generator is not working, you may download the template by [clicking here](#).

Text

You should follow the template as accurately as possible. Top line should say the name of the position, then below should be the airport's ICAO code, followed by the type of checkout (S2, S3, C1) then Exam. If the exam is a Tier 1 validation, you may write that instead. Date, time and the student's name should be put next to their respective symbols below.

Background

Specific backgrounds for all checkout positions has been created, and these are the only approved backgrounds for a checkout. If the background for your position does not exist, consult the event manager for more information.

Other Notes

You can more specific requirements on how event banners follow the [graphical profile](#). It's important that this policy is followed.

Example Banner:



Keflavik Approach

BIKF S3 Exam

VATSIM
SCANDINAVIA



17 Aug 2025



17:00 - 19:00 UTC



John Doe



Title

The title of all CPTs should be made in the following format without exceptions: [S2/S3/C1] Exam | [POSITION] for example. "S3 Exam | ESGG_E_APP". For a Tier 1 Validation it should be titled like this "Tier 1 Validation | [POSITION]"

Description

When posting a CPT on both my.vatsim as well as our own events website the following requirements must be followed, and you may find recommended descriptions below.

Requirements

- Date, Month format must be used.
- Time should be written in 4 digit zulu time.
- The word CPT should NOT be used, instead use the word exam.
- The position the exam takes place on should be included.
- Link to Charts and briefings must be included, alternatively you may include other links for pilots convenience.
- Some relevant emojis are recommended to be included, though not mandatory.

Short Description (max 280 characters) (example)

On the [DATE, MONTH] join us as [STUDENT] proves his worthiness of an [S2/S3/C1] rating on [POSITION]! He will need your help to show the examiners that he is ready for the next level! Expect professional service and a lot of traffic!

Event Description (example)

☐ VATSIM EXAM | [STUDENT] | [POSITION] | [DATE, MONTH] ☐ Come and help [STUDENT] earn his [S2/S3/C1] rating!

On the [DATE, MONTH] join us as [STUDENT] proves his worthiness of an [S2/S3/C1] rating on [POSITION]! He will need your help to show the examiners that he is ready for the next level! Expect professional service and a lot of traffic!

It doesn't matter if you fly IFR or VFR, all traffic is welcome, and highly appreciated.

Charts and briefings: [ENTER LINK HERE, FIND BELOW FOR YOUR FIR]

Discord Staffing Post

When you create the staffing post in Discord, there are some requirements in what information must be included, you will also find an example post below.

Requirements

- CPT Poster should be included in the post
- Date, month - start time - end time (4 digits zulu)
- All positions that should be staffed up or blocked should be included.
 - If a position is blocked it should be written like this: ENBR_W_APP:
BLOCKED
 - If a position is standby, you must make it clear in the post that they should be either logged in as observer, or be ready on examiners request.
- Line at the bottom should be included to promote controllers to book in CC after they state the position they would like to control.

Post (example)

We are ready for a new [S2/S3/C1/T1] exam/validation on [POSITION]. Help out [STUDENT] by staffing the below positions.

[POSITION1]:

[POSITION2]: **BLOCKED**

[POSITION3] (Standby, logged in as observer):

If you are able, write below, and book positions in CC.

Links to Airport Briefings

In order to ensure pilots understand our airports, and airspace, especially important during a CPT, follow these links for each FIR to add with the event description to allow pilots to read up on local procedures.

Denmark

<https://wiki.vatsim-scandinavia.org/books/danish-airports-charts>

Finland

<https://wiki.vatsim-scandinavia.org/books/finnish-airports-charts>

Iceland

<https://wiki.vatsim-scandinavia.org/books/icelandic-airports-charts>

Norway

<https://wiki.vatsim-scandinavia.org/books/norwegian-airports-charts>

Sweden

<https://wiki.vatsim-scandinavia.org/books/swedish-airports-charts>

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