

## **Guidelines for Campus Information Display**

### **Overview**

The Campus Information Display system is maintained by Information Services and Systems and is available to communicate messages to the campus community.

All content is placed in a schedule that controls the order in which the notices appear. The number of notices running, and the amount of time they are displayed, determine the length of the message loop. Notices run continuously throughout the day, each item in the schedule running in turn, then the whole repeating automatically.

Department-specific messaging can appear on the screen closest to that department, or, campus-wide messaging can appear on all screens on campus.

### **How to submit announcements for inclusion**

- Ensure your content meets the requirements outlined below.
- If your messaging is for a single screen, please send the completed submission to the administrator for that screen. If you would like your message to appear campus-wide or your screen is centrally administered, please email to [Wayne Hansen](#) for inclusion.
- Please include details of the time period you would like your notice to appear.

### **Requirements**

- Campus Information Displays are for university-related notices/events only. This only includes news and notices directly related to university activities.
- Submissions must be sent two to three business days before the upload date.
- Notices will be included on a first-come, first-serve basis.
- Announcements should be appropriately sized and not use excessive text. If elaboration is needed, provide a QR code or website link.

- UNB reserves the right to prioritize messages based on time sensitivity and breadth of interest.
- The notices uploaded are subject to the University's policies and guidelines. Submissions that do not meet these criteria will not be included.
- Notices should be related to service, event or activity and should primarily focus on information relevant to campus community.
- When submitting a notice, please consider whether abbreviations or acronyms will be recognised by the UNB community and use complete phrases where appropriate.
- Spell out names of buildings or rooms.
- If images are included, please make sure that the permission of anyone featured is obtained prior to posting and retain this permission for your records.
- Notices of research projects can be submitted to appear on the relevant departmental screen (if available). *But* - The University's Research Ethics committee (REB) must review all research projects involving humans and the posting (for the screen and any other locations/displays) must include the relevant UNB REB File number received on the project following this review.
- Notices can be submitted to the specific screen administrator, or Wayne Hansen for consideration, and are published at the discretion of UNB

**June 21, 2021**