

## Slide Submission Policy for SBS Hallway Monitors

Please send slide submissions to: Tyanna.Burton@nau.edu

Submissions must\* meet the three following specific criteria:

- 1920x1080 pixels (Landscape Only)
- 72 DPI
- jpg (jpeg) file type

\*Slides which do not meet all three criteria will be returned to sender for rectification.

### General Guidelines

- SBS slides are intended to promote public events and speakers, and/or provide career, internship, graduation, and safety information that directly benefits SBS Students. These slides will take priority over course information related slides.
- Slide submissions **should not** be text heavy (i.e. should contain no small or fine print). Submissions **should** be populated with basic pertinent information (e.g. who, what, where, when) in large high-contrast print and in easy to read fonts.
- Single-day and similar event submissions should not be submitted more than three weeks prior to the actual event date.
- Multi-day events (i.e. events so long they require active pre-event scheduling and schedule adjustments for attendees) should not be submitted more than five weeks in advance of the actual event date.
- Course "interest generating" submissions may be submitted up to 7 weeks prior to class registration. Departmental Limit: **2 slides per department** with 1 course promotion on each slide.
- Submissions containing multiple / general course schedule listings are not appropriate and will not be accepted for distribution.
- Most slides submitted by 5 PM Wednesdays will be posted by 5 PM on Friday of that same week. Slides submitted after 5 PM on Wednesdays will be posted by the second Friday following submission.
- The submission schedule is strict, but slides advertising functions requiring time intensive viewer activity (e.g. application deadlines, travel planning, schedule adjustments) will receive submission window extension consideration.
- Note: SBS reserves the right to remove any slide, including (but not limited to) the temporary removal of general information slides to accommodate new slides promoting time sensitive public events (e.g. graduation information).