

**ADVERTISING ON SCHOOL NOTICE BOARDS AND DIGITAL SCREENS POLICY**

1. **School Notice Boards.** The notice boards in the public areas of the School are for:
  - University notices/information, including other school/department notices
  - School of Medicine notices/information including calls for volunteers for official university School of Medicine research projects. This also includes information relevant to members of staff and students e.g. conference or event information.
  - School of Medicine student societies notices/information. Dedicated student society noticeboards are for notices relating to the specific group only (eg. Bute Medical Society, BMA student society). These are managed by the societies themselves.
  - Other student societies notices/posters
  - Some notice boards are for research posters only. These are labelled accordingly.
  - Safety notice boards are for safety notices only. Other material will be removed.
2. Personal commercial notices are not permitted on School notice boards and will be removed. Special consideration may be given to not-for-profit special interest / charity notices. These need to be approved by the School of Medicine Editorial Board prior to posting.
3. Notices may only be posted on notice boards. Notices attached to doors or walls will be removed.
4. The School of Medicine reserves the right to exercise discretion about what is appropriate for display. Any material considered to be defamatory, discriminatory, or otherwise offensive will be removed
5. All posters must include, at an appropriate size for viewing:
  - a logo for the society /group/unit
  - contact details
  - posters should not be larger than A3.
6. **Digital Screens.** The digital screens are available for use to promote upcoming events (e.g. School events, Student Society events), relevant university notices as well as to provide relevant information to all building users.
7. Staff and student societies can submit events or other relevant items to be displayed on the screens. Out of semester, the conferencing and events team may wish to promote external conferences on the screens.
8. All materials must be in a final, usable format. The School of Medicine is not responsible for creating or formatting materials. All submissions must be in a widescreen format (16:9 aspect ratio), preferably as an image (.jpg/.png) or a pdf file.
  - a. Send submissions to [medhelpdesk@st-andrews.ac.uk](mailto:medhelpdesk@st-andrews.ac.uk). Please also send the timeframe for which the material is to be displayed.
  - b. Please send submissions as early as possible prior to the display period.