

Advertising in the Engineering Building A study spaces

Around the informal study spaces on the First and Second Floors of Engineering Building A, we've installed A0-sized boards to provide a space for students and staff to share updates, promote upcoming events and activities and connect students with societies.

Some general guidance...

- The boards are managed by our Service Delivery Team who will try and accommodate any request that comes in, so long as it's relevant to other students in the Faculty and doesn't oppose any of the University's priorities or core values. Decisions around suitability will be made by our Service Delivery Team on a case-by-case basis.
- Due to the location of these boards, all content should be student focused. If you have staff-focused events and updates you're looking to share, please get in touch via TEAM@manchester.ac.uk so our Service Delivery Team can liaise with relevant communications colleagues around this.

Choosing the right board for you

We have four types of boards, each with their own remit around what you can advertise:

Upcoming events and activities	Student societies	Department news and updates (for staff)	Miscellaneous
<p>For any upcoming event or activity open to or being ran by FSE staff or students, relevant to FSE students from a disciplinary perspective or promoting physical or mental wellbeing.</p> <p>Please send a timeline of when the event or activity is running from/until and how long you'd like it advertising.</p>	<p>This content doesn't require any specific timescales but we'd ask any poster/flyer clearly indicates how students can look to get involved and find out more information, either by contact information or a QR code.</p>	<p>Requests for news and updates will be sent by our Service Delivery Team through the departmental contacts on a monthly basis, to ensure updates remain up-to-date and relevant. We'd ask that any materials sent for display clearly denote which department this news is relevant for, as well as necessary contact information.</p> <p>Please send any timeline relevant for the news piece / update.</p>	<p>For any content which doesn't fall under the remit of the other three boards, we'll look to accommodate other requests through the miscellaneous boards provided these are in line with the principles above.</p>

Process for sending your content

To have your content displayed, please reach out via TEAM@manchester.ac.uk, providing the poster/notice and any other information outlined in the previous section. The Service Delivery Team will aim to let you know as soon as possible once a decision is made and when your content will be displayed from and until.

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Our Service Delivery Team are able to print off any approved posters or flyers for display in-house if sent by e-mail but, to ensure a higher paper quality, you may wish to get these printed yourself and drop them into the Service Delivery Office (Room 1A.045, First Floor, Core 3, Engineering Building A – behind the Student Support Hub) once approved.

In order to accommodate as many requests as possible, the team would generally ask that any files or physical copies for display are provided in an A4 size.