Electronic Display Policy

University of Southern Mississippi students, faculty and staff are eligible to promote activities, events and other university-related messages on the electronic display located in the Fleming Education Center on the Gulf Park campus in Long Beach. All messages and photos will be transmitted via JPEG or Microsoft PowerPoint slides. Approval for display must be obtained by the Gulf Coast Office of University Communications by email gulfcoastpr@usm.edu or visiting the office, located in Hardy Hall 209.

1. The following guidelines must be adhered to:
   · Approval for display will not be granted for slides or photos that promote anything in violation of Southern Miss policies and procedures.
   · Slides or photos referencing the consumption of alcohol, use of tobacco products or those that are sexually explicit will not be approved.
   · Slides or photos should contribute positively to the university’s environment by highlighting events, student life, etc. of the university. Advertising for products or services will not be posted.

2. Information and photos should be emailed or brought in on a CD/jump drive for review and posting. Slides containing information are created in the University Communication office using submitted information.

3. All requests must be received by Thursday at 5:00 p.m. for approval and insertion into the following week's display sequence.

4. The maximum size for each slide or photo is 1MB. Slides and photos should be in the landscape orientation and any necessary font substitutions will be made.

5. If an event date is not indicated on the slide(s), the message will be displayed for two (2) weeks. The screens will display messages during the Fleming Education Center hours of operation.

Non-Discrimination Policy: This policy mandates that organizations within The University of Southern Mississippi do not discriminate, practice or promote prejudice or intimidation, both within the individual organization and the greater University community.

ALL SLIDES AND PHOTOS MUST COMPLY WITH THIS POLICY. BY COMPLETING THE INFORMATION BELOW YOU ARE ACCEPTING ALL THE TERMS ABOVE.

Name ___________________________ Current date _____________________

Organization/Department _______________________________________________

Email ___________________________ Telephone ___________________________

Dates requested for slides to run __________ through __________ (limit of two weeks)

Please e-mail or deliver this form with your information or photo. For more information, contact the Gulf Coast Office of University Communication at 228.865.4573 or email gulfcoastpr@usm.edu.