Internal Communications Guidelines

Contact
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Internal Communications Officer

Staff Hub news items
Please submit:
- Text with full details including relevant dates, times, venues, hyperlinks.
- In text, please follow University Brand Guidelines.
- Please supply a high quality image for the thumbnail/banner in jpeg landscape 1920px x 1080px. This should be an image and not contain words (a logo may be acceptable).
- An image can also be included in the article jpeg landscape 1920px x 1080px
- Flyers/images with words cannot be images due to accessibility issues. These can be downloads.

Plasmas
- These need to be designed in landscape:
  - PowerPoint using a 16:9 ratio template 25.4cm width x 14.29cm height
  - Jpeg 1920 width x1080 height pixels
- Please provide high quality designs as per examples provided. Please keep text a minimum as a clear simple design works best on these screens.
- Please provide a start and an end date for its display.
- Plasmas are circulated once a week on a Friday.

RSB Projection
- These need to be designed in landscape PowerPoint using a 20cm width x 10cm height template.
- Please provide high quality designs as per examples provided. Please keep text a minimum as a clear simple design works best on the projection.
- Please provide a start and an end date for its display.
- RSB slides are circulated once a week on a Friday.

Student Desktop
- For the PCs in the Library and PC suites
- Jpeg 450 x 253pxls
- Please send to Mike Spikin