

# Windows to DePaul Policies and Procedures

## HOW IT WORKS:

Your organization or office will submit a soft or hard copy of the information that needs to be put on Windows to DePaul. Our office will then convert that information into a Windows to DePaul compatible video/animation (as necessary) and start displaying it. We display information on three machines: DePaul Center 11<sup>th</sup> floor, Student Center Lobby level east and west screens.

## PRESENTATION MATERIAL RULES/GUIDELINES:

- ❑ All materials must be approved by the Division of Student Affairs.
- ❑ If submitting a video or animation, the length cannot exceed 60 seconds.
- ❑ All presentations must have contact information listed.
- ❑ Your information will run on Windows to DePaul until the end of the event that you are publicizing.
- ❑ All materials must be turned in for approval at least one week prior to posting date.
- ❑ Promotion of alcohol or other issues that do not support the mission of DePaul University are not permitted.
- ❑ All DePaul University registered student organizations (Student Life), Student Affairs departments and other DePaul University departments are welcome to advertise. External groups will be permitted on a case by case basis.
- ❑ Student Affairs reserves the right not to post videos/slides for any reason.

## HOW TO SUBMIT INFORMATION:

- ❑ Read the Windows to DePaul Policies and Procedures at <http://studentaffairs.depaul.edu/windows/guidelines.pdf>
- ❑ Send an e-mail to Gazala Siddiqi at [gsiddiqi@depaul.edu](mailto:gsiddiqi@depaul.edu) with the presentation content or you may save your files to a CD-R and bring the CD to Student Affairs office (Lewis 1400-Loop).
- ❑ Organizations/departments will receive approval notification via email.

## COMPATIBILITY

- We accept all graphic, pdf, swf, html, doc, ppt, pub, psd, and ai. Our preferred formats are jpeg, html, and swf.