



HEALTH SCIENCES BUILDING DISPLAY MONITORS

Purpose

The University of Saskatchewan (USask) Health Sciences manages a number of display monitors in the B- and A-Wings of the Health Sciences Building. The purpose of these screens—which may be utilized by students, faculty, and staff—includes communicating news and promoting events, services, and other pertinent initiatives within the building.

Principles

- To promote and highlight achievements, awards, events, important information, and special lectures where there is a basis of interdisciplinary or interprofessional collaborations, scholarly merit, and/or institutional achievement.
- To create a culture of collaboration in the health sciences research and education community.
- To create a means of visual communication within the Health Sciences Building.

Policy and image specifications

- Content must pertain to university business and/or have relevance to the interdisciplinary health sciences.
- Content must be submitted as a JPEG graphic 1920 pixels wide by 1080 pixels high.
 - Submissions which do not meet these criteria will not be displayed.
 - Submissions formatted as 8.5 x 11" print pieces will not be displayed.
 - Content with a large volume of overly small text may be rejected.
 - Content missing the appropriate logos or incorporating insider jargon not easily understood by the general public will not be displayed.
- Content will be displayed in ~15 second rotations on multiple screens not already dedicated for other purposes or campaigns.
 - **Please consider the volume and font size of information on the image. If a person cannot process the key message within 15 seconds while standing at a distance of 10 feet from the screen, consider driving your audience to a website or phone number for more information.**
- It is recommended to create and export your graphic using a university-branded PowerPoint template available for download on the [USask Marketing and Communications PAWS channel](#).
 - Do not deviate from the fonts and colours provided.
 - Changing the parent USask logo for a unit/college/department logo is permitted provided the logo graphic is not stretched or distorted from its original aspect ratio. The logo placement and style must also adhere to guidelines provided on the USask Marketing and Communications PAWS channel.

- To export the PowerPoint slide as a JPEG, click File>Export. Be sure to change the file format to JPEG and to set the width (1920) and height (1080).
- Screens are updated each Thursday. Pending image approval, content submitted less than two days in advance may be postponed until the following week.
- Clubs and groups wishing to submit content must be ratified by the University of Saskatchewan Students' Union (USSU). [Click here for a full list of USSU-ratified clubs/groups](#). Exceptions will occasionally be made at the discretion of Health Sciences administrative staff.
 - A signed letter of support from the applicable college/school may be requested at the discretion of Health Sciences administration.
- Approved content may be shared with other display monitor managers on campus for their consideration. It may also be posted on Health Sciences social media accounts in some cases.
- All submissions are subject to approval by Health Sciences administration. Files which do not abide by the above guidelines will not be used. Not all submitted materials may be displayed in cases where large volumes of similar content might reduce screen impressions of other content in the display rotation.
- It is recommended that files from USask colleges, schools, and staff should be reviewed by a university communications or design professional whenever possible to avoid legibility or design and branding issues.

Procedure

Content must be submitted via the form on the Health Sciences website following the instructions provided there.

Approved by the Health Sciences Deans Committee (HSDC) on March 27, 2023.