

POLICY NAME	FACULTY OF EDUCATION PROMOTIONAL FLYERS AND BULLETIN BOARD POLICY
Initial Approval Date	2019
Date of last review	December 15 2023
Date of next review	December 1, 2024

In an effort to monitor the printed marketing materials posted in the Education Building and the KPE sector of Currie Gym, the following policies and procedures have been put into place by the Internships and Student Affairs (ISA) Office, in collaboration with the Dean’s Office.

Objectives:

- Maintain spaces where flyers and posters can be nicely displayed to promote events, news, programs, and initiatives of the Faculty, departments, offices, institutes, centres, labs, teams, staff, and student societies.
- To ensure up-to-date printed materials are displayed and obsolete materials are removed/replaced.
- To enhance our building and our community through displaying relevant promotional materials, and demonstrating visually interesting flyers/posters reflecting an active and involved Faculty.
- To enable the general McGill community and external organizations outreach opportunities and other communications that may be of interest to students and staff.

Posting Policies:

1) Locations:

- a) There are more than 70 bulletin boards and display areas within the Education Building. The list of available boards and their locations can be found here: <https://mcgill.ca/x/Zb9>. Additionally, there are a few bulletin boards located in the KPE sector of Currie Gymnasium.
- b) Some bulletin boards have been designated for the use of a specific department, office, team, etc. If materials that do not pertain to that group are posted in a reserved area, the irrelevant printed materials will be removed. Materials posted on bulletin boards with a Faculty of Education header are for departmental and academic staff use only.
- c) All printed marketing materials should be posted on a bulletin board or other non-painted surface using non-permanent posting methods. Posting in the elevators, on bathroom doors, and other painted surfaces is prohibited, in an effort to preserve these surfaces.

2) General Procedure:

- a) Posting procedures apply to: event flyers, job postings, research participant ads, service advertisements (e.g. editing, tutoring), travel offers, meeting announcements, social action



campaigns, and other general marketing materials.

b) These procedures do not apply to:

- Emergency procedure instruction posters and vital University posters
- McGill permanent resource information (e.g. campus map, directional signage, hours of operation, bathroom or nursing locations, etc.)
- Education Faculty/Department/Office informational materials and other informational materials for institutes and centres that fall under the Education Faculty (i.e. EdTech, IHDW, ISA, MIIE, OFNIE, SASSI)
- Program, internship, and posters that create awareness about available degrees/diplomas/certificates
- Artwork (put up by the University/Faculty/Department or a subsidiary thereof)
- Research presentation posters on display in select areas only, (but it is encouraged that professors refresh these and post new ones on a 1-2 year basis to reflect progress)

c) All posted printed materials (i.e. posters, flyers, postcards, bookmarks, pamphlets, etc.) posted in the Education Building are subject to approval by Student Affairs (ISA Office, EDUC 243) and **require a stamp with the date of approval**. All posted printed materials posted in the KPE sector of Currie Gym are subject to approval by KPE administration (KPE Administrative Office, CURRIE 216) and require a stamp with the date of approval.

d) Printed materials will be posted for approximately one month after the stamped approval date. Event flyers should be removed by the event organizers within three working days after the event date.

e) In an effort to provide more space for all posted materials, event flyers should not be posted more than one month prior to the event date.

f) For bulletin boards, thumbtacks are the recommended supplies for posting. For other non-painted surfaces (i.e. glass, brick, metal, plastic etc.) a no-residue tape is recommended although a no-residue sticky tack may also be used. Packing tape, glue, stickers, staples, or any adhesives that cause surface damage or leave sticky residue are strictly prohibited.

g) All flyers and printed materials (except those listed above as exempted materials) will be removed at the latest by the end of each semester (i.e. on December 23-24 and on June 22-23).

h) Any materials that have been posted in a semi-permanent fashion will be taken down. Any materials found on painted surfaces or non-approved spaced will be taken down. ISA, KPE, the Building Director, the Marketing Communications Officer, and any delegates thereof reserve the right to remove any printed materials that do not comply with the established procedures.