 

# Posters and Promotional Material Guidelines

## Guidelines for the Content of Posters

Broadly speaking, care should be taken to ensure that any images or content will not cause undue offence to the University population, or to a specific grouping within the University. Attention is hereby drawn to the national legislation in the area, including *inter alia* the Equal Status Act (2000), the Employment Equality Act (1998) and the Prohibition of Incitement to Hatred Act (1989). Equally however, it is also the policy of the University to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as they do not interfere with the rights of others, or breach the laws of the state.

Complaints and breaches of good standards in this area may be considered under the discipline code.

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## Guidelines for the Display of Posters

1. The name of the sponsoring university club, society or organisation must be clearly displayed on each poster and should be stamped at the Front Desk in the Students’ Union Office.
2. No private organisations have a right to display posters. Students must not assist private organisations in so doing.
3. Posters may only be displayed on designated notice boards throughout the buildings.
4. Posters must not be hung on walls, on doors, on glass, in lecture theatres or from ceilings.
5. Posters may not be attached to lampposts or the external fabric of the buildings
6. Blanket coverage of notice boards by posters for any one event will not be allowed. Posters for any one event may occupy only one quarter of the space provided on clusters of notice boards.
7. The use of stickers is strictly prohibited.
8. The use of freestanding panels or stands for advertising events and the location of these in designated areas must be sanctioned in writing in each instance by Campus Services.
9. It is the responsibility of the sponsoring club, society or organisation to remove their posters after their event has taken place.
10. Any club, society or organisation that wishes to put up posters should remove any out-of-date posters which are still displayed on designated notice boards.
11. All posters will be removed by Campus Services on Thursdays by 10:00.
12. Promotional flyers must be handed directly to recipients; blanket flyering of lecture theatres or class halls is strictly prohibited.
13. Posters are limited to 2 A4 or 1 A3 per notice board

Infringement of these regulations will result in the immediate removal of posters by Campus Services and may be considered under the disciplinary code.