These instructions pertain to requests for postings to the research zone of the PSOM electronic lobby signage boards.

**Instructions:**

Please send all requests and/or questions regarding digital signage postings to Connie Weinstein, at clw@mail.med.upenn.edu, or call 215-898-0132.

All flyers to be posted on digital signage should not be longer than one or two pages and should include the following information:

- Sponsor (department/center/institute)
- Speaker's name and affiliation
- The title of the talk/program/conference
- Event date and time
- Event location
- Dates and contact information for advance registration
- All files should be sent as image files (e.g., JPG’s 690 X 892 pixels). Content submitted in other sizes will be shrunk or stretched to fit this size and may not appear on screens as intended).

Please review the signage standards developed by the Space Planning & Operations Media Technology and Production group. Please note that events may be posted to the digital signage board no earlier than two weeks prior to the date of the event unless the event has an advance registration requirement.

Your flyer can also be posted to the Research Calendar by clicking on the [+] in the upper right corner of the date and adding the event details.