

## Perelman School of Medicine (PSOM)

### Digital Signage Posting Instructions: Research Zone

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 Faith Brown, at [Faith.Brown@pennterms.edu](mailto:Faith.Brown@pennterms.edu).

All flyers to be posted on digital signage should not be longer than one page 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 (if applicable)
- JPG, JPEG or PNG file type
- Dimensions should be 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 note that events may be posted to the digital signage board no earlier than four weeks prior to the date of the event unless the event has an advance registration requirement.**

Your flyer can also be posted to an event on the [PSOM LiveWhale events calendar](#). Check out our [LiveWhale Best Practices](#) guide for more information.

*Please note that research recruitment flyers are not permitted on the digital signage.*