Student Organizations have the ability to post electronic advertisements on the UHCL campus televisions located throughout the buildings on the UHCL main campus and at Pearland. Student organizations are allowed to submit up to 5 slides advertising the same events or different events. Student organizations are responsible for tracking what slides they have in circulation and inform the University Computing and Telecommunications (UCT) as to when to add and remove the slides.

**supportcenter@uhcl.edu**

**Instructions**

If you would like to post your event on the campus televisions at UHCL main and Pearland campus, you will need to submit a request to the email address above and include the following information:

- On the Subject line: [Organization Name] Slide Request.
- Be sure to copy (CC) StudentOrgs@uhcl.edu in the email in case we need to verify and approve.
- In the body of the email after the greeting, include when you would like the slide or slides posted and ALSO include a date of when the slides should be removed from the rotation.
- **LARGE EVENTS ONLY:** You may ask permission to have the slides included in classroom and lab computers, BUT IT IS UCT’S FINAL DECISION whether to approve or not. They do not want to inundate the slideshow with hundreds of event slides.

**TIPS**

- The best format to submit is PowerPoint, but a PDF (landscape layout) can work. Any other format may not work or will look different on the TV.
- Be sure to include the ADA Statement on the slide (SEE CAMPUS FLYER INSTRUCTIONS).