Bryan Center Information Desk LCD Monitor - Slide Submission Guidelines

Submission Requirements

- Submissions accepted from Duke Community only
- Only complete submissions accepted. No additional content will be added to submitted slides.
- Submissions must be ads for activities or events only
- All slides subject to UCAE approval
- Image Requirements: JPEG; 1920px X 1080px @ 72 dpi
- Image displayed a maximum of 3 weeks

Tips for a Successful Slide

- Image should be visually attractive
- Avoid large amounts of text; be concise!
- Information can be read and understood quickly
- Think of the slide as a digital poster: include event name, presenting group, location, website, how to get tickets, etc.
- Size of text should be no smaller than 36

Sample Slide:

![Sample Slide Image]

Submission Information

PRESENTING ORGANIZATION: ____________________________________________________________

CONTACT NAME: ___________________________ E-MAIL: _________________________________

PHONE #: ________________________________

EVENT NAME: ________________________________________________________________

DATE(S) OF EVENT: ___________________________ DATES TO DISPLAY: ___________ - ___________

Please return this form and completed slide to tickets@duke.edu no later than one week prior to your requested display date.

For questions, e-mail tickets@duke.edu