

## **Event announcement** **on the info screen in the university building Wall**

Institutes and centres of the Faculty of Humanities may announce and advertise larger events on the info screen at Wall (Merangasse 70).

These (major) events CAN be announced:

- Larger (international) events
- Interdisciplinary events
- Larger events in the context of a Fields of Excellence
- Events lasting several days (conferences, symposia)
- Inaugural lectures
- Appointment lectures

These events CANNOT be announced:

- Smaller events
- Guest lectures
- Book presentations
- Lecture series etc.

### **Procedure**

- Requests for event announcements must be made at least 3 weeks before the event via e-mail to [gewi.event@uni-graz.at](mailto:gewi.event@uni-graz.at)
- Please submit the following information about the event:
  - o Flyer/poster/programming as well as
  - o Graphics/photos (theme) as an image file incl. information on image rights (resolution: min. 95 dpi; can be requested from the graphics department, provided the document was created there).