

Rules and Regulations Governing the Application for and Display of Bus-Stop Posters

The Nanyang Technological University Students' Union (NTUSU) and its Constituent Clubs, and all clubs and societies registered under the Student Affairs Office (SAO) are now able to make use of the noticeboards located at bus-stops within the NTU campus. For other locations, please seek approval from SAO directly.

The guidelines for the usage and application process of the noticeboards are as follows:

1. Submission of materials should be made **at least 7 working days** before the expected start date of the display. Submissions will be made via e-mail, inclusive of the following:
 - a. The **completed application form**,
 - b. Proof of SAO approval for the event being publicised,
 - c. Publicity material (poster) in PDF format. to the Public Relations Division at su-prdiv@e.ntu.edu.sg and Operations Executive at su-ope@e.ntu.edu.sg. Late submissions will not be accommodated.
2. The **maximum display period for any poster is 14 calendar days** (inclusive of the start date of the intended publicity period). After the publicity period or the event date has passed, whichever is earlier, the publicity material must be taken down within 48 hours after the approved duration.
3. Clubs and societies putting up publicity materials containing the NTU logo shall also provide the necessary approval for the use of the NTU logo directly from SAO.
4. For any request for an extension of the display period, the clubs/societies should e-mail the Public Relations Division stating the:
 - a. Reason(s) for the extension and
 - b. The number of days required for the extension, stating clearly the end date of the intended extended duration.Any request for extension will be reviewed on a case by case basis, and is subject to the approval of the Public Relations Executive
5. SAO's approval of the event must be received **before** submission of application for publicity material to be displayed.

The guidelines governing the content of the publicity material to be displayed are as follows:

6. The publicity materials to be displayed **shall not contain** objectionable content which describes, depicts, expresses or otherwise deals with —
 - a. matters such as obscenity, pornography, sex, horror, crime, cruelty, violence or the consumption of drugs or other intoxicating substances;
 - b. matters of race or religion in such a manner that is likely to cause feelings of enmity, hatred, ill-will or hostility between different racial or religious groups; or
 - c. matters as determined to be offensive, discriminatory or injurious to the public good.
7. The publicity materials to be displayed shall not proselytise a particular point of view.
8. The publicity materials to be displayed shall not promote a political cause or a cause of any political party.
9. The publicity materials to be displayed shall not contain copyrighted material or material that is subject to other third party proprietary rights.
10. Damage to structure and fittings are to be made good.
11. Clubs and societies found to be in contravention of Sections 4 to 10 of the guidelines may be barred from using the service at the discretion of the Public Relations Executive, in consultation with SAO.
12. Publicity materials to be displayed should strictly follow these dimensions:
 - a. A4 portrait/landscape or
 - b. A3 portrait/landscape

Rules and Regulations Governing the Application for and Usage of NTUSU Digital Noticeboards

NTUSU has ChannelINTU screens located around the academic complex (North and South Spine).

The Nanyang Technological University Students' Union (NTUSU) and its Constituent Clubs, and all clubs and societies registered under the Student Affairs Office (SAO) are now able to make use of the screens to broadcast their publicity material for their events.

Currently, the content is broadcasted through ChannelINTU.

The guidelines for the usage and application process of the screens are as follows:

1. Uploading of submitted and approved digital content will happen on Monday of the week of the expected start date of display. Thus, submission of materials should be made **at least 7 working days in advance of the following Monday**. (e.g. Start of Display: Thursday, 17 August 2017; Submission: at least 7 days before Monday, 14 August 2017)

Submissions will be made via e-mail, inclusive of the following:

- a. The completed application form,
- b. Proof of SAO approval for the event being publicised,
- c. Publicity material

to the Public Relations Division at su-prdiv@e.ntu.edu.sg. Late submissions will not be accommodated.

2. The **maximum display period is 14 calendar days** (inclusive of the start date of the intended publicity period). After the publicity period or the event date has passed, whichever is earlier, the publicity material will no longer be displayed.
3. Publicity materials submitted should conform to the following specifications:
 - a. Strictly be in landscape orientation with a dimension of 1920 pixels (width) by 1080 pixels (height), 16:9 aspect ratio.
 - b. Accepted formats are .jpg/.jpeg and .mp4 (H.264 Encoding)
 - c. The **maximum length for any video is 3 minutes**. Kindly adhere to the duration limit.
4. Clubs and societies putting up publicity materials containing the NTU logo shall also provide the necessary approval for the use of the NTU logo directly from SAO.
5. Any requests for an extension of the display period should be directed, via e-mail, to the Public Relations Division stating the:
 - a. Reason(s) for the extension and
 - b. The number of days required for the extension, stating clearly the end date of the intended extended duration.

Any request for an extension will be reviewed on a case by case basis, and is subject to the approval of the Public Relations Executive.

6. SAO's approval of the event must be received before requesting for publicity materials for events to be displayed.

The guidelines governing the content of the publicity material to be displayed are as follows:

7. The publicity materials to be displayed **shall not contain** objectionable content which describes, depicts, expresses or otherwise deals with —
 - a. matters such as obscenity, pornography, sex, horror, crime, cruelty, violence or the consumption of drugs or other intoxicating substances;
 - b. matters of race or religion in such a manner that is likely to cause feelings of enmity, hatred, ill-will or hostility between different racial or religious groups; or
 - c. matters as determined to be offensive, discriminatory or injurious to the public good.
8. The publicity materials to be displayed shall not proselytise a particular point of view.
9. The publicity materials to be displayed shall not promote a political cause or a cause of any political party.
10. The publicity materials to be displayed shall not contain copyrighted material or material that is subject to other third party proprietary rights.
11. Clubs and societies found to be in contravention of Sections 4 to 10 of the guidelines may be barred from using the service at the discretion of the Public Relations Executive, in consultation with SAO.

NANYANG TECHNOLOGICAL UNIVERSITY STUDENTS' UNION
APPLICATION FOR BUS-STOP POSTERS AND DIGITAL NOTICEBOARD DISPLAYS

Name of Student Organisation/Others _____	
Applicant's Position in Organisation : _____	
Event Title	
<u>Digital Notice Boards Display</u> File Format: <input type="checkbox"/> JPEG <input type="checkbox"/> MP4 Duration of Video: _____ Valid from _____ until _____ (DDMMYY)	<u>Bus-Stop Poster Display</u> Poster Size: <input type="checkbox"/> A4 <input type="checkbox"/> A3 No. of Poster(s) _____ Valid from _____ until _____ (DDMMYY)

DECLARATION AND UNDERTAKING

On behalf of my student organisation, I declare that the abovementioned event for which the materials will be displayed has been endorsed by the Student Affairs Office (SAO).

On behalf of my student organisation, I agree and undertake to abide by the Rules and Regulations governing the display of bus-stop posters and digital noticeboard displays.

On _____ (Date),

Signature: _____

Name: _____

Organisation: _____