

## **Poster Regulations and Promotional Material Guidelines**

### **Guidelines for the Content of Posters**

Care should be taken to ensure that any images or content will not cause undue offence to the University population, or to a specific grouping within the University. Attention is hereby drawn to the national legislation in the area, including *inter alia* the Equal Status Act (2000), the Employment Equality Act (1998) and the Prohibition of Incitement to Hatred Act (1989). It is the policy of the University to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as they do not interfere with the rights of others, or breach the laws of the state.

Breaches of good standards in this area may be considered under the discipline code.

### **Guidelines for the Display of Posters**

1. The name of the sponsoring university club, society or organisation must be clearly displayed on any poster.
2. No private organisations may display posters or distribute promotional material on campus without approval from Campus Services. Students should not assist private organisations in so doing.
3. Posters may only be displayed on designated notice boards throughout the buildings.
4. Posters must not be hung on walls, on doors, on glass, in lecture theatres or from ceilings.
5. Posters may not be attached to lampposts or the external fabric of the buildings
6. Blanket coverage of noticeboards by posters for any club or society event will not be allowed. Posters for any one event may occupy only one quarter of the space provided on clusters of noticeboards.
7. The use of stickers or adhesive material is strictly prohibited.
8. The use of freestanding panels or stands for advertising events and the location of these in designated areas must be sanctioned in writing in each instance by Campus Services.
9. It is the responsibility of the sponsoring club, society or organisation to remove their posters after their event has taken place. Clubs and societies own notice boards are an exception to this rule.
10. Any club, society or organisation that wishes to put up posters on general notice boards should remove any out-of-date posters which are still displayed on designated noticeboards.
11. All posters will be removed by Campus Services / MSU operations team on Fridays by 10:00.
12. Promotional flyers must be handed directly to recipients; flyers may not be left on desks or seats as a means of distribution.

The University reserves the right to remove posters which infringe these regulations.

Students who breach these regulations are in breach of the university regulations and may be subject to disciplinary action by the University.