

## How to Submit Digital Signage Content

- Content for uploading should be sent to [helpdesk@worc.ac.uk](mailto:helpdesk@worc.ac.uk) , with the word 'plasma' in the subject title bar.
- The body of the email should identify for which screen(s) the material is intended, and for how long it should be displayed.
- Ideally, content should be sent in the form of PowerPoint slides, using corporate guidelines and design standards.
- Alternatively, information can be submitted to ILS in other formats to put into appropriate slides, but this might result in a delay, subject to staff availability.
- We will initially request 3 days notice where possible.
- ILS staff reserve the right to edit slides or question the appropriateness of material submitted, but will check back with the originator before displaying edited materials.
- It is the responsibility of the originator to ensure that material submitted conforms to copyright legislation etc.