

WEEKLY ROUND-UP

of events, seminars and more across our Faculty

AHSS
FACULTY



GUIDELINES FOR AHSS FACULTY WEEKLY ROUND-UP INSERTIONS

Due to feedback across the Faculty, and in the interests of ensuring the AHSS Weekly Round-Up is fit for purpose, all colleagues are asked to note the following guidelines when submitting items for inclusion in the communication:

- Only School/Institute event notices will be accepted for inclusion. General School/Institute news or notifications should not be submitted
- In an effort to ensure the Round-Up does not take up unnecessary space in staff and student inboxes, all items must be emailed in **text format only**. Attachments or images will not be accepted
- Notices must have minimal text with web link, where appropriate, for further details
- For the most part, any event will only be promoted once
- Weekly deadline for acceptance of notices is **Wednesday at 11.30 am**. Any notices received after this will not be included in that week's Round-up.

FACULTY COMMUNICATIONS - STAFF (EXCEPT WEB WHICH IS PUBLIC)

TIMING	MEDIUM	CONTENT	PROCESS
Ongoing	AHSS Leadership Website	Leadership Details Faculty Office Staff	Submit to d.mccrory@qub.ac.uk
Weekly	Faculty Weekly Roundup	Events, seminars, conferences – promoting dates normally a week in advance. Not normally repeated.	Submit to marguerite.quinn@qub.ac.uk
Monthly	Faculty Focus Newsletter	News stories eg book launches, awards, research grants, new staff, key dates	Submit to pvcahss@qub.ac.uk
Every six weeks	Team Brief	Key University decisions, information and progress	Team Brief with Faculty wide content, e-mailed to School Senior Management to include local news. Content for Faculty Wide and Faculty Office sections e-mail to d.mcrory@qub.ac.uk .

UNIVERSITY WIDE COMMUNICATIONS – STAFF, STUDENTS AND GENERAL PUBLIC

TIMING	MEDIUM	CONTENT	PROCESS
Ongoing	What's On At Queen's	Events at Queen's by types and audience	https://www.qub.ac.uk/events/list-your-event/
Weekly	Queen's Roundup	Key events of interest to Staff	E-mail roundup@qub.ac.uk with text and image Thursday before the Monday it is e-mailed

SCHOOL COMMUNICATIONS – STAFF AND STUDENTS

Each School has different communication vehicles so please contact the [relevant School](#) directly.



INTEGRITY



CONNECTED



AMBITION



RESPECT



EXCELLENCE