

**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. (The monthly Faculty Focus Newsletter welcomes news stories about AHSS colleagues eg book launches, awards so please e-mail your content with an image to pvcahss@qub.ac.uk.)
* 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. There are no exceptions to this deadline.

**Weekly Round-up e-mail:** **marguerite.quinn@qub.ac.uk** **Faculty Focus Newsletter e-mail:** **pvcahss@qub.ac.uk**

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