

Submission Guidelines For InfoHog Digital Display

All Campus Departments at the University of Arkansas, and Registered Student Organizations which are in good standing (“Active” status) with the Office of Student Activities, are eligible to submit information for the InfoHog kiosks. Please submit content for InfoHog consideration **at least 3 weeks prior to the event.** Detailed instruction and procedures are below.

Your poster should be provided as a jpg via <http://dropboxit.uark.edu> to infohog@uark.edu. Please do not submit the image as an attachment but use the DropboxIT link instead.

To be considered for InfoHog display, event posters must be 825px w X 900px h and include:

- Title or Headline of Event in prominent font
- Time/Date/Duration/Event Location
- Brief description of event and its significance to students:
- Sponsoring organization(s) within UofA, contact information (name, phone #, & email). Include secondary sponsors.
- **If RSO event is funded by ASG, the following text must be included:**
“The event/program is free to current University of Arkansas Fayetteville students as supported by the Associated Student Government through the Office of Student Activities and funded by the Student Activities Fee. For questions or accommodations due to disability, please contact {name} at {phone number and email}”.
- A well-designed graphic with little or no text

If an event is co-sponsored by a commercial entity, this may be indicated by placing the logo of said sponsor on the poster in an area not to exceed 5% of the poster area. If more than 4 sponsors exist, collective area for sponsor logos must not exceed 20% of the poster area.

See sample InfoHog on opposite side of this page. Questions or cases that do not fit the above criteria can be directed to infohog@uark.edu.

Submission/Approval Procedure

1. Please only submit completed JPGs.
2. Please only submit JPGs for one event per upload.
3. Navigate to <http://dropboxit.uark.edu>. Log in with your UARK user name and password.
4. Click on “Transfer Files”.
5. Type in the subject line according to this format: RSO or Department NAME – NAME & DATE OF EVENT – DATES TO RUN InfoHog (Example: Office of Student Activities – Razorbash August 25 – Run August 15-25 2016).
6. Type in infohog@uark.edu as the recipient. We highly recommend selecting the “send a copy to myself” button. You may also add any other recipients you wish to include.
7. Leave the “Require secure login” button unchecked.
8. In the “Message”, type the name of the RSO or department, the event name and date(s), and preferred dates to run. Please also include any additional information we need to know in order to help you promote your event on InfoHog (for example: “Please run Slide 1 August 15-24 and then Slide 2 August 25” if I had a different slide saying “Razorbash Today”, for example).
9. Click “Upload Files”.
10. Click “Browse”, or drag and drop, the JPGs that you are requesting run for this event.
11. Click “Review and Send”.
12. Look over the message, then when you are ready, hit “Send”.
13. University staff review your entry for required information and ensure compliance with InfoHog guidelines and community standards.
14. You will receive one of the following responses:
 - a. Your event/poster is approved and will be scheduled on InfoHog
 - b. Your event meets the required information but requires some modification to meet guidelines
 - c. Your event/poster does not contain required information or does not meet InfoHog standards
15. If not approved, you may correct the information/poster to comply with InfoHog guidelines, and resubmit.

JUST CRAFTING AROUND

AN INTERACTIVE EXHIBIT TO DE-STRESS AND FIND RELIEF FOR FINALS WEEK. ART SUPPLIES WILL BE PROVIDED. THE CREATIONS WILL BE ON DISPLAY FOR THE REMAINDER OF THE SEMESTER.

EXHIBITION
APRIL 25 - MAY 13
10 AM - 6 PM

RECEPTION
APRIL 25
6 PM

ANNE KITTRELL ART GALLERY



University Programs
Anne Kittrell
Art Gallery

CONNECT. LEAD. SUCCEED.



This event is free to current University of Arkansas Fayetteville students through the Student Activities Fee and students must show ID for entrance. Admission for general public is free and contingent upon seating availability. For accommodations due to disability, please contact the Office of Student Activities, osa@uark.edu or call 479-575-6255.