University of Manitoba | Clayton H. Riddell Faculty of Environment, Earth, and Resources

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Wallace Building Posting Guidelines

These guidelines cover printed posters in designated Wallace Building posting areas and promotional materials displayed on the faculty's digital screens. Follow the relevant steps below before posting or submitting materials.

Guidelines for all materials

- Check that event details, dates, times, location, spelling, and contact information are correct before submitting materials.
- Include the event date or, for a general notice, a clear end date. Content should be relevant to students or activities within the Clayton H. Riddell Faculty of Environment, Earth, and Resources.
- Materials must not promote violence, discrimination, harassment, or unlawful activities, or contain explicit or inappropriate images or language. Materials that do not meet these guidelines may be declined or removed.
- Posting decisions apply across all Faculty units. If a poster or promotional material is declined by the Earth Sciences Dept., the Environment and Geography Dept., CEOS, or the Dean's Office, that decision will be upheld by the other units. The same material cannot be submitted to another unit to obtain approval.

Printed posters

Have each poster stamped before placing it on a designated bulletin board or approved posting area. The required stamping office depends on the floor:

Floor	Stamping office
Main floor and 3rd floor	Earth Sciences Dept. or Environment & Geography Dept. or Dean's Office
4th floor	Earth Sciences Dept. or Environment & Geography Dept. or Dean's Office
5th floor	Environment & Geography Dept. or CEOS or Dean's Office

- Place posters only in designated areas. Do not attach them to walls, glass walls, doors, windows, elevators, building signs, or safety notices.
- Post one copy per designated area without covering other notices. Secure posters flat with a pin in each corner. Do not leave edges hanging loose or use tape, glue, or staples on surfaces that could be damaged.
- Keep entrances, exits, walkways, and accessibility features clear.
- Remove event posters within two business days after the event and other notices by their stated end date. The person or group posting is responsible for removal. Outdated, damaged, unstamped, or improperly placed posters may be removed.

Digital screens

Email final promotional files to both Jason.Northage@umanitoba.ca and Riddell.Faculty@umanitoba.ca at least 3–5 business days before the requested posting date. State both the requested start and end dates.

Accepted formats are PNG, JPEG, and PDF. Prepare files using the dimensions for the intended screen:

Screen	Dimensions
Vertical wayfinding	1440 × 2560 pixels; 15 × 26.67 inches; or 38.1 × 67.74 cm
Horizontal overhead	1920 × 1080 pixels; 16 × 9 inches; 40.64 × 22.86 cm; or equivalent 16:9 ratio

Submitted content must be final. No edits will be made after submission. During peak periods, screen space may be limited; the faculty may prioritize postings based on relevance, timing, and available space.

Note: As a Faculty focused on the environment, we encourage you to print thoughtfully, use digital screens where appropriate, and recycle posters after their posting period.