

Dear all,

Postering can be a very effective way of promoting your event. However, in view of the increasing number of posters being left on the board after the event, we have adapted the ECA Handbook poster policy, and further improve it to ensure every IMU student has an equal opportunity to place their posters.

Your poster must contain an information bar, which the following dimensions:

Dimensions of the Information Bar:

(a) *Height: 3.5 cm*

(b) *Length : Entire length of your paper size.*

Prior to putting up the poster, you must approach any of us in the SRC to obtain approval.

In summary, you must comply with the following regulations, as extracted from Clubs & Societies Regulations. This policy has been in effect, and you ought to comply with this by **15th March 2013**.

Extract from Clubs & Societies Regulations

7.2 Postering Policy

- a) Publicity of activities, which include posters, banners, notices, flyers need to be approved by any SRC members.
- b) Posters, notices or any publicity materials must follow the template as attached in Appendix, which bears the following in the information bar:
 - i. Logo/Name of your club; and
 - ii. Logo and name of Student Representative Council; and
 - iii. Space for stamping by SRC;
- c) The contents of publicity material must not contain, but not limited to :
 - i. Explicit contents, images or words;
 - ii. Political figures;
 - iii. Materials that incite hatred against certain groups, cultural believe or religion;
 - iv. Sale or rental of premises, equipments.
- d) Publicity materials must be placed in SRC designated areas, which only include :
 - i. Display boards not marked with "Marketing & Communications Department"
 - ii. Display stands
- e) All publicity materials must carry stamp by SRC, which materials to be approved must not exceed ten (10) posters per event.


IMU SRC
Poster Notice


- f) Publicity materials will automatically expire at 3.00pm of the next day after the event, in which failure to remove the materials by the aforementioned date and time will subject the organizer penalties under Regulation 7.2 (g)

- g) Violation of Regulation 7.2 will result in:
 - i. Immediate removal of the poster; and
 - ii. Fine of RM5 per poster; and/or
 - iii. Club involved to be placed under probation; and/or
 - iv. Dissolution.

Student Representative Council
15th March 2013

Poster Template

Poster Area		
Approval Stamp :	Supported/Sponsored By:  International Medical University Student Representative Council	Organized By: <i>Your Club Logo/Name</i>

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