

## Electronic Bulletin Board Posting Guidelines and Procedures

*Centrally and uniformly display JABSOM business/community activity at our Kaka‘ako facility.*

### **PURPOSE**

The Lobby e-Bulletin Board system has been created to inform visitors and residents of events and activities at the John A. Burns School of Medicine at our facility. It replaces paper leaflets and other informal notification mechanisms and should be a more environmentally friendly and aesthetically pleasing alternative.

Events and activities at Kakaako are **not required to be listed here**. If someone wishes to provide information that will be readily viewable by all visitors, faculty, staff, students, and security, at the Lobby display, please follow the procedures listed below.

### **REQUIREMENTS**

Only approved events or activities should be posted to the e-Bulletin Board. Follow existing procedures and submit an e-Bulletin Board request **after you have received approval**.

### **RESTRICTIONS**

Any approved activity or event at the Kaka‘ako facility (MEB Building only) can be posted to the e-Bulletin Board if **submitted at least 5 business days before the event**. Listings are updated daily. Confidential or private events or activities may be excluded from the listing due to its sensitivity. Generally, UH event notification guidelines apply (see <http://www.hawaii.edu/calendar/manoa>).

### **REQUEST PUBLICATION ON e-BULLETIN BOARD**

1. Obtain approval for event/activity
2. Send email request to [jabsom-bb@hawaii.edu](mailto:jabsom-bb@hawaii.edu) with the following information at **least five (5) business days prior** to the event.
  - Event title
  - Location/Room number
  - Description
  - Contact person
  - Event sponsor (JABSOM contact person)
  - Date of event
  - Time of event
3. The event/activity will be placed on the e-Bulletin Board within 5 business days with the information provided (submitted content may be edited).
4. Any corrections or updates should be submitted to [jabsom-bb@hawaii.edu](mailto:jabsom-bb@hawaii.edu) (edits are dependent on timing and critical nature of the change).