



GRADUATE
STUDENTS'
ASSOCIATION

UNIVERSITY OF CALGARY

GSA Newsletter Submission & Guidelines

Please submit your entry by email to:

Andrew Smith
Communications Manager
403-220-8609
gsaco@ucalgary.ca

Deadline for submissions - Mondays, 12pm

Newsletter sent to membership - Tuesdays, 4pm
(unless special situations occur)

*In the event Monday is a holiday, the deadlines will be moved one day further into the week being Tuesday and Wednesday respectfully.

A complete submission includes the following:

- Date & time of event (if applicable or submission deadline)
- Location
- A word count no larger than 75 (subject to editor)
- An operational web link to external information if noted within the submission
- Contact information for viewership
- Reasonable grammar and use of language not needing significant time to be edited
- An image – jpeg or png, 72dpi, 125px by 125px or larger
(please feel free to ask Andrew Smith to find an image to use)

*Submissions may be rejected if they are incomplete, need extensive editing, or do not advance the University of Calgary graduate student experience.

Example of what a submission looks like in the newsletter:

[GSA]2 Networking Mixer

Jan 24, 2017 | 5:30-8:00PM | Last Defence Lounge | FREE

Registration deadline - Jan. 20



Welcome back to campus!

[GSA]2 is hosting a Networking Mixer to get to know you and your ideas. Light appetizers and non-alcoholic beverages will be provided. Register for the event [HERE](#).
Register by Jan. 20.

[GSA]2 is a networking platform for LGBTQ graduate students and their straight allies.

For more information, please email events.gsa@ucalgary.ca

Newsletter Submission

(Please enter information that applies)

Submission date:

Submitted by:

Event date:

Preferred title of submission:

Event Location:

Contact information:

Submission Deadline:

Link to external information:

*Please attach image to your email submission

Text to include (75 words or less):

Other instructions or information