



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](mailto: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