

UCF College of Medicine Policy: Promoting Student Organization Events

The UCF College of Medicine supports our medical and biomedical student interest groups.

Please send all event requests to

- **College of Medicine:** Soraya Smith, director of student services and service learning, at Soraya.Smith@ucf.edu.
- **Burnett School of Biomedical Sciences:** Allison Connally, coordinator, administrative services, Allison.Connally@ucf.edu

For your organization's event to be considered for promotion, it must be submitted **no less than 10 days** before the event begins.

All event requests will be reviewed for consideration (review criteria will include newsworthiness, showcasing efforts in the community, etc.). Note that we **cannot** guarantee that your event will be posted.

Promotion Channels

- **Facebook:** Event
- **Instagram:** Inclusion in our Monday Instagram story (will feature event name, speaker (if applicable), day and a truncated description of the event, with a link back to the UCF College of Medicine Facebook events page).

Note that we are **NOT** able to promote events that:

- Feature a candidate for political office
- Harass any individual or group on the basis of race, gender, national origin, religion or sexual orientation
- Contain a message of hate or a threat of violence
- Promote alcohol or other drugs
- Are primarily fundraising events
- Violate university policy

Your event request should include the following information:

- Name of the Event
- Day(s)/Time(s) for the Event
- Location of the Event
- Description of the Event (500 words max)
- The student organization(s) that is promoting the event

- Contact information for people to find out more: name, Knights email.

Note that we are unable to accept images/graphics at this time. For any further questions, please contact Jonathan Gabriel, social media coordinator, at jonathan.gabriel@ucf.edu.