

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:** Andrew Quigley, Assistant Director of Student Services, at Andrew.Quigley@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 14 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:** Post(s) leading up to event; potential FB calendar event/co-host by COM
- **Twitter:** Post(s) leading up to event
- **Instagram:** Post leading up to event; potential day-of coverage of event on Instagram story

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.

For any further questions, please contact **Megan Scavo**, social media coordinator, at megan.scavo@ucf.edu.