



Policy Regarding Flyers

The Office of Institutional Advancement (OIA) coordinates all marketing materials for the School of Dentistry. The office is also the liaison between the school and central administration with regard to communications and fundraising.

Flyers and posters should be submitted to OIA before they are displayed in the building. Please submit flyers to the Office of Institutional Advancement, Suite 6207, or via e-mail to azewe@umaryland.edu for approval, and allow one week for review.

In order to prevent damage to paint, doors and other School of Dentistry property, we ask that you please display flyers in only the following locations:

1. Bulletin boards located near student lockers on the ground floor
2. Bulletin boards located near student lockers on the fifth floor
3. Bulletin board outside Jay's Café on the first floor
4. Bulletin board on the ground floor
5. Bulletin boards inside the elevator bays on each floor

Flyers can also be displayed on the digital signs located throughout the building. To submit a JPEG image for the digital signs, please visit:

<http://www.dental.umaryland.edu/dentaloffices/it/OIT/computing/signs.html>.

For more information about displaying flyers or the digital signs, please contact Adam Zewe at 410-706-7146 or azewe@umaryland.edu.