

DEPAUL UNIVERSITY

COLLEGE OF LAW



MARKETING & COMMUNICATIONS DEPARTMENT

**Student Organization and Journal
Policies and Procedures for
Web and Print Publications**

*The University College of Law Marketing & Communications Department
reserves the right to change, without notice, any statements contained in this publication.*

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PRINT & ELECTRONIC PUBLICATIONS

Print publications are a wonderful way to let the DePaul community know about the events and activities of your organization or journal. You are free to create simple publications, such as event flyers, in Word or Publisher. For more complex publications, such as event invitations, programs and posters, you should utilize the services of the College of Law's Marketing & Communications Department with proper authorization. Please note that you will not be reimbursed for design and printing costs incurred when using outside design and print vendors.

Authorization

As the cost of each publication is deducted from your journal or organization's annual budget, the following guidelines must be adhered to before starting any print project:

1. Contact the law school's communications specialist, Kortney Moore, to discuss your intended project and to obtain a project estimate.
2. Submit the estimate to College of Law's assistant business manager, David Bell. If he approves the project, Ms. Moore will begin working with your group.

Please note that, unlike outside vendors, the Marketing Department does not charge an hourly design fee; it only charges for artwork purchases and actual printing and mailing services. The Marketing Department also has relationships with many vendors who offer the College of Law competitive pricing and special rates.

Please note: If your event involves soliciting donations or sponsorships from alumni, law firms or other outside organizations, it must be approved by Alumni Relations & Development prior to any event planning or publicity. Alumni Relations & Development also must approve any event to which alumni will be invited, either as guests, honorees or speakers. Students should contact Associate Director of Alumni Relations James Redmond no later than August 1 for fall semester events and by November 15 for spring semester events.

Design, Print & Mailing

Please allow sufficient time to gain approval, design, print and, if applicable, mail your publication. Most print publications take anywhere from **three to six weeks** to complete, depending on the length and complexity of your project. In most cases, a typical invitation takes one to two weeks to design, one to two weeks to proof and edit, and, depending on the quantity ordered, one to two weeks to print.

Please note that additional time and/or cost may be incurred if you heavily edit the design provided, if you choose to substantially redesign the publication, or if you request large numbers of specialty photos and/or artwork.

The university's Distribution Services department is equipped to handle both small and large mailings, including assembly, mailing list preparation and addressing for a reasonable fee above the cost of postage.

Publications may be mailed either first or third (bulk) class. First class is generally delivered within one business week, and first-class **pre-sort** requires a minimum of 500 pieces be mailed at one time. Third

class can take up to two weeks for delivery, and a minimum of 200 pieces mailed at one time. Third class is less expensive than first class.

If business reply cards/envelopes are used, expect a return rate of up to three weeks. This is an important factor for events requiring recipients to respond by a particular deadline. Typically, it is best to use only phone and/or e-mail response options rather than a reply card, as it costs more to print and pay postage on a reply card.

Additionally, for a very small fee, typically under \$75, you can have an **html e-mail** created and sent out through the Marketing Department. If you are interested in this option, please discuss it with Ms. Moore prior to approving your publication for printing. Advancement will provide the Marketing Department with approved alumni e-mail addresses, and your organization will need to supply any additional addresses in Access or Excel.

Stationery

Only official university stationery can be utilized by student organizations and journals. All stationery should be ordered through Ms. Jones-Marshall in Faculty Services. This policy applies to letterhead, envelopes and all other attendant pieces. For additional information, including using the DePaul name on personal stationery, please visit the university brand manual at brandresources.depaul.edu.

Please note: university stationery should be used only for official business; it is a violation to use university stationery for personal matters.

Dialogue

Dialogue is the magazine of the College of Law. It is printed biannually and contains articles and other information pertaining to students, faculty and alumni of the law school. The Marketing Department is very interested in including information about student organization and journal events. Contact Ms. Moore regarding submission deadlines for each issue. Typically, a short description of your event and **one** high-resolution digital image (300 dpi) or high-quality print photo from your event is needed. Please be sure to include a photo caption identifying all participants.

SPECIAL EVENTS

Room Reservation Policy

Each student organization must identify **ONE** individual to handle all room reservations; the event coordinator will accept requests only from this individual.

You must reserve a room using the **online reservation system**. All rooms are reserved on a first-come, first-served basis by completing the online form at law.depaul.edu/events. All reservations within the law school including the law library, International Human Rights Law office area, and the 7th floor student lounge must be made using the online room scheduling system.

Requests should be made at least two weeks before the event. Major events will be given first priority for space allocation. Other events will be allocated space according to the order in which requests are

received. When major faculty and/or administrative sponsored lectures are scheduled, no other activities may be scheduled for the same room(s) on that day.

In order to make a reservation you must enter the username and password on the screen, click on the date and room that you want and then modify the time. Fill in all of the fields, including your organization name (after the event title). Double-check your information before clicking the submit button. Your reservation will be approved within 48 hours or you will be contacted for additional information or to let you know if your reservation has been denied.

All confirmed room reservations must be modified or canceled by the events coordinator. To modify or cancel an existing reservation, please send the date, time, room number, event title and changes that need to be made to npinkey@depaul.edu.

Organizations may only occupy the room for the time period originally reserved as indicated on the reservation confirmation. Time required for room set-up and/or tear down should be taken into consideration prior to reserving the space. Organizations are responsible for returning all space to its original condition and making space available to the next occupant by the end of the reserved time.

All reservations are subject to change at any time. The event coordinator reserves the right to cancel an event if a regularly scheduled class is assigned to the room. The event coordinator will work with your group to find an alternate space.

Student organizations may **not** reserve rooms for any outside groups.

Loop & Lincoln Park Space

All **Law School** space (Lewis Center classrooms, O'Malley 6th floor rooms, 7th floor Student Lounge, Rare Book Room and the Human Rights area) must be reserved using the online reservation system found at www.law.depaul.edu/events. In addition to the regular online reservation for the Rare Book Room, all student organizations must complete the Rare Book Room reservation form at [provide link]. The reservation will only be confirmed after the director of the Law Library has approved your request.

The **DePaul Center 8th floor Conference Center** rooms, as well as any remaining **Loop classrooms** must be reserved through Conference Services. Send an email with the date, times, anticipated number of attendees, the event title or description and your organization name to confservices@depaul.edu. They will assign you a room based on your needs.

DePaul Center space (11th floor and Concourse) must be reserved using the Student Center's online system found at www.studentcenter.depaul.edu/virtualemsprofessional. To use this system, you must register for an account with the Student Center and complete an online questionnaire. See their website at www.studentcenter.depaul.edu for additional information. The Students Center online system also must be used to reserve space in Lincoln Park, including the **Student Center rooms, Cortelyou Commons and the Munroe Hall meeting rooms**.

Catering Policy

Chartwells is the exclusive caterer of DePaul University. **All** food orders must be placed through Chartwells. If a special food accommodation is required, Chartwells will work with outside vendors to fulfill the request. Additional fees may apply per Chartwells' policy.

All food orders must be placed 72 hours in advance of your organization's event through the catering website at www.depaulcatering.com. Be sure to have your chartfield account number when placing orders. If you are unsure of your chartfield account information, please obtain this information from the law school's business office, which is located in the Dean's Suite room 931. Student groups receive a special rate when placing orders from the No Frills Menu, please contact Chartwells for more information at 773-325-7499.

Food Donations

Food donations are allowed from outside vendors for events. A food donation request form must be obtained by calling the director of Student Services at 773-325-7346.

CLE: Symposiums

All student groups must have a faculty advisor to offer CLE credit to attorneys for their events. When offering CLE credits to guest speakers and attorney attendees for symposia and conferences, the student group must meet with the event coordinator prior to publicizing the event in order to go over what is required to offer CLE credit and to pick up all necessary CLE forms.

CLE: Moot Court Judges

Attorneys are allowed to judge student moot court competitions. Attorneys can judge the same presentation twice. The first judging of the presentation will receive full credit, including preparation time. A second judging of the same material receives one half of the initial credits awarded in the first round. Students should submit to Ms. Pinkey with the judging attorney's name, ARDC number, email address, times and dates of judging, number of rounds, number of panel judges for each presentation.

Table Days

Table Days are permitted only on the 2nd and 7th floors of Lewis Center. Only two tables are allowed outside the student lounge on the 2nd floor. Students should make their table reservations on the room scheduler found at law.depaul.edu/events. Tables can only be reserved under 4 hour timeslots once per day, two days per week.

DePaul College of Law is a nonprofit institution. Persons, groups, organizations or companies requesting a Table Day must represent a nonprofit entity or must be providing a direct service to law students. Student organizations may not reserve tables for outside groups. The outside group should contact the event coordinator directly.

Use of Tables & Chairs in the Hallway Leading to the 7th Floor Lounge

Under no circumstances are any tables and chairs to be utilized or left in the main hallway leading to the 7th floor student lounge. A substantial investment has been made by the College of Law to create the Alumni Judicial Photo Gallery, and many of the photos on display are irreplaceable. If your organization damages the photo gallery or surrounding area in any manner, the cost for repairing the damaged item or area will be deducted from your organization's annual budget.

COLLEGE OF LAW WEBSITE

The College of Law website, law.depaul.edu, is maintained by Web Developer Dennis Stone and Web Designer Aileen Corvera. If you select "Current Students," followed by "Organizations & Journals," you will find a listing of all student organizations and journals, including office locations, phone numbers, and Web page links for organizations and journals that have previously complied with the procedures outlined below. If your organization or journal listing is missing from this page, please see Assistant Dean Diana White. If approved, Dean White will provide Mr. Stone with a description and contact information for your organization or journal.

Student Organization & Journal Web Pages

You will have full access to your Web page and can modify and post information according to your needs if the following guidelines are adhered to:

1. One training session will be scheduled for the fall semester and one for the spring semester. **One** representative from each organization* and journal must attend **one** of the training sessions where s/he will learn how to utilize the Web page. Your organization or journal will not receive a Web page until a representative attends one of the scheduled training sessions. You may contact Dean Howard for reasons of hardship, but it is within her discretion to grant you a separate training session.

*Exception for the Evening Law Student Association: If the Evening Law Student Association representative is unable to attend the training sessions for reasons deemed acceptable by Dean Howard, a separate training session will be held for the representative at a time convenient for both the representative and Mr. Stone. The representative must contact Dean Howard within one week of the scheduled training sessions to make a new appointment or it will be assumed that the organization does not want a Web page.

2. Once a representative has been trained, only s/he may contact Mr. Stone with questions regarding the Web page. Mr. Stone will contact the designated representative by e-mail, phone or in person depending on the complexity of the problem presented.

Please note: Mr. Stone only will answer questions from the designated representative regarding the Web page. He is unable to provide technical support with regard to computer hardware issues. If you encounter such issues, please contact Ali Belkairous or Tony Cartolano.

3. If the trained representative graduates in May, a new representative should be named by the organization or journal. The new representative either should be trained to maintain the Web page by the current representative or must attend the next scheduled training session in the fall. As soon as possible, please provide Mr. Stone with the name of the newly designated representative, as he will only accept questions from that individual. If a new representative is not named and trained by either method noted above, the organization or journal's Web page will be removed from the College of Law website in order to maintain up-to-date and accurate information on the site. No exceptions will be made.

Please Note: There is no training session over the summer. If a new representative is not named and trained by the out going representative by the end of the spring semester, no updates to the organization or journal Web page will be made until after the fall training session. During the summer, Mr. Stone does not update organization or journal pages or conduct any one-on-one training sessions.

4. If no previous Web page existed, it may take up to a month from the date of the training session before the organization or journal Web page is posted to the College of Law website. Your organization or journal representative will need approximately two weeks to create the Web page, and Mr. Stone will need up to three days to test and post it to the site. Please realize that extraordinary issues encountered during the creation of your Web page may require additional time.

Domain Names

All student organization and journal websites must be linked from the organization and journal list provided under "Current Students" on the College of Law website.

Per College of Law policy, no student organization or journal may purchase, create, maintain or in any other way utilize a website separate from that of the College of Law for their organization or journal. Under no circumstances should any student organization or journal purchase a domain name with .org, .com, .net, etc. If you purchase such a domain name, it will not be supported by the College of Law, you will not be reimbursed by the College of Law or the university, and you will not be allowed to use the domain name.

University Website

The University website, depaul.edu, hosts both D2L and Campus Connect. Though linked from the College of Law website, the law school has no access to the services hosted on the university website and, unfortunately, cannot assist you with issues pertaining to these services.

If you have an issue with Campus Connect, please contact the University Help Desk at x28765. If you have a problem with D2L, please contact Instructional Technology at idd.depaul.edu.

Online Calendar

The College of Law maintains an online calendar system for faculty, staff, and student organizations and journals. A separate calendar has been created solely for all student organizations and journals and will display only organization/journal events in the current students section of the website. Additionally, the

events entered into the student calendar will upload automatically to the master College of Law calendar, which can be found at law.depaul.edu/events.

Please note: All events are reviewed prior to posting live to the website. Approved events will appear within 48 hours of submission. The College of Law reserves the right to edit all submissions for grammar, style, accuracy and objectionable content.

Please reference the following when submitting an online event:

The screenshot shows a web form for submitting an event. It is divided into two main sections: "Submitter Information" and "Event Information".

- Submitter Information:** Includes fields for Name (Dennis Stone), Email (dstone@depaul.edu), and Phone #. All fields are marked with an asterisk (*).
- Event Information:** Includes fields for Event title (marked with a red "1"), Category (a dropdown menu), Location (marked with a red "2"), Start date (September 5, 2007), Time (6:00 PM, marked with a red "3"), End date (September 5, 2007), Time (6:00 PM), Repeat (None), Web link (marked with a red "4"), and Notes (marked with a red "5").

At the bottom of the form, there is a "Next >" button and a note: "* Indicates required fields". The footer of the form says "Powered by Trumba | Help".

1. Enter a title that makes sense to the GENERAL PUBLIC.
2. Enter the full name and address of the location for your event; include room number(s) if available:

EXAMPLE: DePaul University College of Law
Lewis 905
25 East Jackson Boulevard
Chicago, Illinois

or

DePaul University
Room 8005
One East Jackson Boulevard
Chicago, Illinois

3. Make sure your event has both a start and end date listed, as well as start and end time.
4. If you don't know, or do not have a direct URL for your event, please use the following:
<http://www.law.depaul.edu/events>.
5. If you have any additional information such as speaker(s), food (if provided), speaker biographies enter it in the "Notes" section of the page. You can use HTML text if desired. Some simple HTML codes include:

LINK

TEXT YOU WANT LINKED

TEXT YOU WANT LINKED

BOLD

TEXT YOU BOLD

UNDERLINE

<u>TEXT YOU WANT UNDERLINED</u>