

# NAITSA Poster Policy

## General Posting Rules:

**Posters must be approved and stamped by NAITSA located in E131.**

Posters may not contain material that is:

- Defamatory to an individual or group;
- Sexist (People in bathing suits, lingerie, or similar attire shall not be permitted);
- Racist;
- Otherwise inappropriate for a public building.
- As per NAIT, employers seeking to hire apprentice students are not permitted to post jobs on our boards.

***Authority on suitability of any poster is at the discretion of the NAITSA Administrative Assistant.***

Approved posters may only be applied to bulletin boards that indicate “Approved for Posting by NAITSA” at the top of the board. Do not use heavy-duty staples or other fasteners. As accorded by NAIT policy, do not place posters on the following surfaces:

- Walls;
- Glass;
- Lockers;
- From the ceilings;
- Non-NAITSA bulletin boards.

Some boards on campus are approved for NAITSA and NAITSA Clubs postings only; any other posting on these boards will be removed. Postings on boards may be removed without notice in cases where the board requires maintenance or for summer cleaning. This policy is subject to review; please visit our office for the most up to date information from our Administrative Assistant.

## NAIT Postings

- Approved for a maximum of a full semester
- Maximum 25 posters
- NAIT Security & Safety – more posters and posting time subject to approval
- Maximum size 11/17, portrait preferred
- Must have NAIT endorsement information on the poster, either through including NAIT logo, or by stamping/adding text on the posters regarding NAIT department endorsing the posting.

## Not-for-Profit, Charitable Organizations

- No charge, but **subject to space availability;**
- Maximum of 25 posters;
- Approved for a maximum of 1 month
- Not to be used to promote a commercial operation or accommodation listing
- Maximum size of 8 ½ by 11” (standard page)

## Technology Clubs

- 50 posters at no charge
- Not to be used to promote a commercial operation or accommodation listing
- Maximum size of 11”x17” portrait
- Approved for a maximum of 1 month.

## Commercial Customers

**No outside postings, effective January 1, 2010**

**Advertising available in The Nugget & The NAITSA Student Handbook**

## Student books, accommodation listings, classified:

Post on the NAITSA Student Forum: [www.naitsa.ca/forum.asp](http://www.naitsa.ca/forum.asp)

**This is a student only forum; any commercial or non-student operations will be subject to removal and termination of account.**