

10. Communications

President's Listserv

- ENGG-ORG-PRESIDENTS@LISTSERV.KSU.EDU
- Listserv members include presidents and advisors listed in OrgSync at the time of registration
- Send an email to [Elizabeth Gibisch](mailto:Elizabeth.Gibisch) if you would like to be added

@engg This Week – Student Edition

- If you wish to include an item in the newsletter, please send an email to enggss@k-state.edu no later than Friday at noon for it to be included in the newsletter sent out the following Monday.

Digital Signage

- The dean's office maintains digital signage located on the first floor of the Engineering Complex.
- Landscape orientation, large font, without many words works best.
- Many departments also have digital signs, which are maintained separately. Please see your department for information on adding content to their signs.
- [Digital signage request form](#)
- [Lab wallpaper request form](#)

Flyers

- Flyers for bulletin boards on the first floor of the Engineering Complex must be approved.
- Take flyers to the Fiedler Learning Commons for approval.
- Use low-tack tape provided for posting items to the boards.
- Do not tape flyers on walls or doors of the complex. Flyers may only be placed on bulletin boards.

Web

- [Website access request form](#)

Text

- Subscribe to text alerts for COE events with free food
- <http://www.engg.ksu.edu/eventalerts/>