

# Digital Signage

## Submit slides via Intake Form

[Submit via this link.](#)

### Required Information

- Contact Information
- Event information
- Start/end date
- Attached image\*

## Receipt of Submission

### If graphic capacity for displays is full:

- We will add you to the waiting list.
- We will prioritize to try and evenly distribute coverage.

### If graphic is rejected:

- We will send confirmation with brief suggestions for correction.

### \*Technical Information:

1. Submit in JPG format, 1920x1080px resolution
2. Please make sure source images are of sufficient quality (greater than 1920x1080px, if possible)
3. Graphics will show at 10-15 second intervals, keep this in mind for amount of text
4. Graphics are subject to the review of UT Dallas brand standards and Quality Control
5. Total of 15 slides to concurrently run on displays
6. Maximum of 30 days for each slide
7. 11 displays on all floors of the BSB building

## Sample Templates

Below are some sample powerpoint templates that you can use. Enter your own information and "File > Export" as JPG from Powerpoint.

### Template 1



[template-1.pptx](#)

### Template 2

Another Event Title

Information about the event. A description and other short information about the event would go here. Try to keep it short and sweet (which means a couple of sentences at most).

Date: A Date  
Location: A Location



template-2.pptx

### Template 3



Another Event Title That Is Longer

Information about the event. A description and other short information about the event would go here. Try to keep it short and sweet (which means a couple of sentences).

A Date | A Location



template-3.pptx

## Currently Pre-Approved Submitters

- Jeremiah Gassensmith (Chemistry)
- Heather Oltmann (Biological Sciences)
- Kimberly Tixi (Biological Sciences)
- Mark Chavez (BBS)
- Autumn Howell (BBS)

## Live Preview

BSB: <https://tightrope.utdallas.edu/CarouselWebDisplay/WebDisplay.aspx?ChannelID=27>

NSERL: <https://tightrope.utdallas.edu/CarouselWebDisplay/WebDisplay.aspx?ChannelID=12>