## **OBERMANN CENTER COMMUNICATIONS**

Communicating Scholarly Events for Campus and Community Audiences

# Ask yourself:

- What's the primary purpose of this event?
- . Who do we want to be there?
- . If there are multiple audiences, is there a hierarchy?
- . How do these audiences get information/news?
- How do these audiences "read" information. For example, would a playful image read as inviting or be a turn off?

The Department of English Language and Literature Presents

The Twenty-Fourth Annual Richard M. Summers Memorial Lecture

## **GEORGE SAUNDERS**

Bestselling Author / MacArthur "Genius" Award Recipient

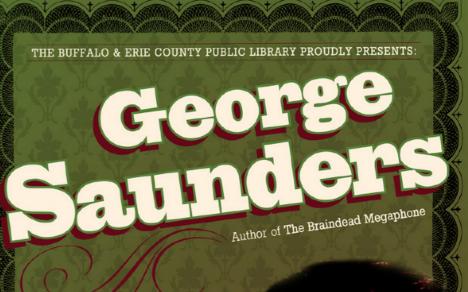


George Saunders is the author of four collections of short stories: the bestselling Pastoralia, CivilWarLand in Bad Decline, a Finalist for the PEN/Hemingway Award, In Persuasion Nation, a finalist for the 2006 STORY Prize, and Tenth of December. Saunders is also the author of the novella-length illustrated fable, The Brief and Frightening Reign of Phil, and the New York Times bestselling children's book, The Very Persistent Gappers of Frip. In 2014, Saunders' graduation speech at Syracuse University will be published as the book Congratulations, by the Way. Saunders' book of essays, The Braindead Megaphone (2007), received critical acclaim and landed him spots on The Charlie Rose Show, Late Night with David Letterman, and The Colbert Report. His work appears regularly in The New Yorker, GQ, and Harpers Magazine, and has appeared in the O'Henry, Best American Short Story, Best Non-Required Reading, and Best American Travel Writing anthologies. In 2001, Saunders was selected by Entertainment Weekly as one of the one hundred top most creative people in entertainment. He has been awarded both a Guggenheim, and a MacArthur Fellowship, for "bring[ing] to contemporary American fiction a sense of humor, pathos, and literary style all his own." In 2013 TIME Magazine listed him as one of the 100 Most Influential People in the World. He teaches in the Creative Writing Program at Syracuse University.

5:00 p.m. - Monday, October 21, 2013 Memorial Field House Auditorium—Room 2100 The University of Toledo

Reception and Book-Signing at Libbey Hall Immediately Following This Event

> FREE AND OPEN TO THE PUBLIC For information call 419-530-2318



With local Mark Twain scholar Dr. Thomas Beigstad

#### READING & BOOK SIGNING

Goorge Saunders is the author of In Ferrussion Nation, The Brief and Frightening Reign of Phil, Pastoralia, GrillWarland in Bad Deeline, and a children's book. The Very Persistent Gappers of Frig. He was named on of the "Best American Writers Under 40" by the New Yorker and one of Eutertainment Weekly's "Most Creative People." In 2006, he was the recipient of a MacArthur Foundation "genus grant" and a Gaggenheim Fellowship. He writes for the New Yorker. Harper's, and GQ, and is the recipient of multiple National Magnetion Awards.

## SATURDAY April 24<sup>TH</sup> at 2:00 PM

MASON O. DAMON AUDITORIUM BUFFALO & ERIE COUNTY PUBLIC LIERARY LIAPATETE SQUARE BUFFALO NY 14203

# Deciding based on audience

- You likely have multiple audiences; be clear about each one and the best way to connect with them. For example, an Oped in the Press Citizen will attract the general public and many faculty but won't be seen by graduate students.
- Consider the time and location of the event. If you want the campus there, often an evening event isn't a good choice because people have gone home. If you want the public there, midday on a weekday is not a good choice.
- Does your image help your audience understand the topic? Are your graphics clean, easy to read, and yet enticing?
- Titles say a great deal to an audience. If it's overly technical, you're only going to attract the people who speak that lingo.

## Physical • Mind-Body • Social

MDAnderson

## Integrative Medicine Program Lecture Series

Mapping the Mindful Brain: Neurobiological Substrates and Clinical Relevance for a Settled Mind.

**Tuesday, Feb. 16** Noon – 1 p.m. **Onstead Auditorium** (\$3.8012)



David Vago, Ph.D. Associate Psychologist in the Functional Neuroimaging Laboratory Brigham and Women's Hospital and instructor at Harvard Medical School Department of Psychiatry, Boston, Massachusetts

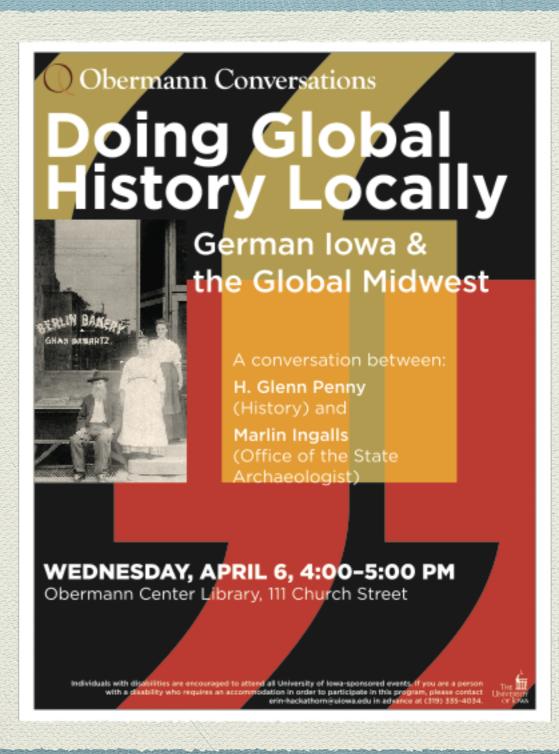
Lunch will be provided for the first 75 participants This lecture is kindly underwritten by the Friends of Integrative Medicine

# Breaking through the noise: How does your audience learn about events?

- Newspapers public
- Twitter segments of public, grad students, and faculty
- Instagram segments of public and grad students
- Facebook segments of faculty and public
- Emails all , but there's a lot of noise
- Paper flyers & posters potentially all, but you have to get them in front of people
- Radio smaller population and hard to get on
- Influencers or word-of-mouth
- Electronic signs (campus digital signage) do they get people's attention?

# Time frame for one-off event

- Get onto calendars ASAP, including those of the speakers' department + other affiliated units.
- Get on to calendars, e.g., CLAS,
   Obermann, Daily Iowan, Little Village,
   UI in advance
- 2 weeks prior Send out digital signs slides; hang paper posters in very specific locations.
- 1-2 weeks Broadcast on social media
- 1 week Send e-flyer (Constant Contact).
- 2-3 days Send personal emails.



# Time Frame for Major Event

- As soon as you have the topic solidified Establish look/feel; start to build website; get on relevant calendars ASAP (e.g., Obermann, partner organizations, main UI) that might affect cross-scheduling.
- Semester prior Send SAVE THE DATE so that people can plan for courses; do gradual social media
  posting to generate interest; continue to build site; secure allies for related events.
- 2-4 months out Make sure website is public-ready.
- 1 month in advance Have posters in hand and ready to mail and post 2 weeks prior; post event on calendars; do social media blitz; reach out to Iowa Now and other reporters.
- 2-3 weeks Hang paper poster; distribute digital signs; do other local advertising.
- 11/2 weeks Send digital reminder; personally forward this digital piece to most important audiences.
- 1 week Run op-ed in Press Citizen (this should be set up about 6-8 weeks in advance).
- Final days Send personal notes, do more social media, dot your Is and cross your Ts!

# Publicity Checklist

- Post on social media (+ create a Facebook event)
- Send Constant Contact emails (save the date, announcement, reminder)
- Send personal, targeted e-mails
- Print and post/send flyers
- Create and distribute digital signage
- Get event on local calendars, including your unit's online calendar
- Miscellaneous publicity (as appropriate, and as time/budget allows):
  - Press release
  - Op-ed
  - Daily Iowan ad (print)
  - Little Village ad (print)
  - Create a Wordpress site for event (major events only)
  - Advertise on Cambus
  - Send to UIHC newsletter admins
  - IMU entry display (\$100)
  - Campus-wide e-mail

Make sure to include UI accessibility statement: <u>https://opsmanual.uiowa.edu/community-policies/disability-protection-policy-and-accessibility-statement/accessibility-statement</u>

# Getting on Local Calendars

## UI calendar: <u>http://events.uiowa.edu/</u>

1. Click "Login with School ID," then "Submit an Event." (You don't have to be an "admin" to post events!)

2. Complete all relevant fields, paying special attention to the "Filters" section at the bottom. If your event pertains to graduate student professional development, make sure to select that—and any subcategories—in the "Event Type" menu, as the Grad College pulls these events for its online calendars and digital signage.

3. Save. When the event is approved by the calendar admin, you'll receive an email notification.

## Little Village calendar: http://iowacity.scenethink.com/users/sign\_in

1. Sign up for a free account.

2. Sign in and click the "Add Event" button in the top right corner.

3. Fill in all the pertinent fields and save.

#### Press-Citizen calendar: http://events.press-citizen.com/

1. Click small "Add your event" link near the top of the screen.

2. Create a free account.

3. Go to http://eventful.com/events/new and fill in all pertinent fields.

## Daily Iowan calendars:

The DI has two calendars, 80 Hours and Daily Break. 80 Hours is for events Thursday, Friday, Saturday, and Sunday. Daily Break is a listing of Today's Events.

-For 80 Hours, email daily-iowan@uiowa.edu and put "CALENDAR - 80 HOURS" in the subject line.

Make sure to send the email by 1:00 p.m. two weeks prior to publication. In the body of the email, give the title of the event, date, time, place, and a short description.

—For Daily Break, repeat these steps, except put "CALENDAR – DAILY BREAK" in the subject line.

## NOTES: Always link to a website where people can find more information, and, if the event is free and open to the public, be sure to say so. Also, most of these calendars require admin approval for listings, so post events as far in advance as possible.

# Campus Digital Signage

This is a good option if you have time to create a basic slide—ideally with a graphic and eye-catching colors. You'll want to submit slides at least 2 weeks in advance.

There are lots of digital displays on campus, of varying sizes. View the current list–and the slides currently running on those displays—at signage.uiowa.edu/all-groups.

Some units (UI Libraries, IMU, Graduate College, College of Ed) have an online slide submission form you can access via their websites. For other units, you'll need to e-mail individual administrators. For a list of digital sign administrators, visit <u>https://its.uiowa.edu/support/article/1962</u>.

For signs you'd like displayed on CLAS displays, send slides and a description of the event to Nic Arp (<u>nic-arp@uiowa.edu</u>).

## **DESIGN TIPS**

- You won't know how long each slide is displayed (it varies by location), so it's best to keep the text to a minimum: **what, where, when**.
- Don't include a long URL or a bitly URL...nobody will have time to memorize it or write it down. Most interested people will probably just search the UI site for the event. If you want to include a URL, just use the URL of the hosting unit (e.g., "english.uiowa.edu"). Don't worry about "http" or "www."
- Dimensions vary by sign. CLAS signs are 1920x1200 pixels. Many others are 1920x1080. (We have a list.) If you make only one version, go with 1920x1080 (unless you're only sending to CLAS).
- Always send .jpgs.

# Digital Signage Examples

**OBERMANN** 

2017-18

**CONVERSATIONS** 

## 9.19.17 Tuesday



A walking conversation & tour of Pentacrest trees 4:00-5:00 pm Meet on Old Capitol Museum steps Free & open to the public; rain or shine How do trees support our psychological, emotional, and spiritual well-being?



Obermann Center FOR ADVANCED STUDIES

Obermann Graduate Institute on Engagement & the Academy TRANSFORMING STUDENTS INTO LEADERS

2018 Institute: January 8–12, 2018 Applications due October 10

Interested? Come to our info session:

Wed., Sept. 13 4:00–5:00 p.m. Obermann Center, 111 Church St.



## **VIDEOGAME** SHAKESPEARE

## Wednesday, September 7

12:00–5:00 p.m. UI Main Library, Learning Commons Group Area D

Play a 3D motion-capture video game as a Shakespeare avatar!

As college tuition and student debt inexorably rise, a new documentary spotlights the nationwide fight for control of the heart, soul, and finances of America's public universities.

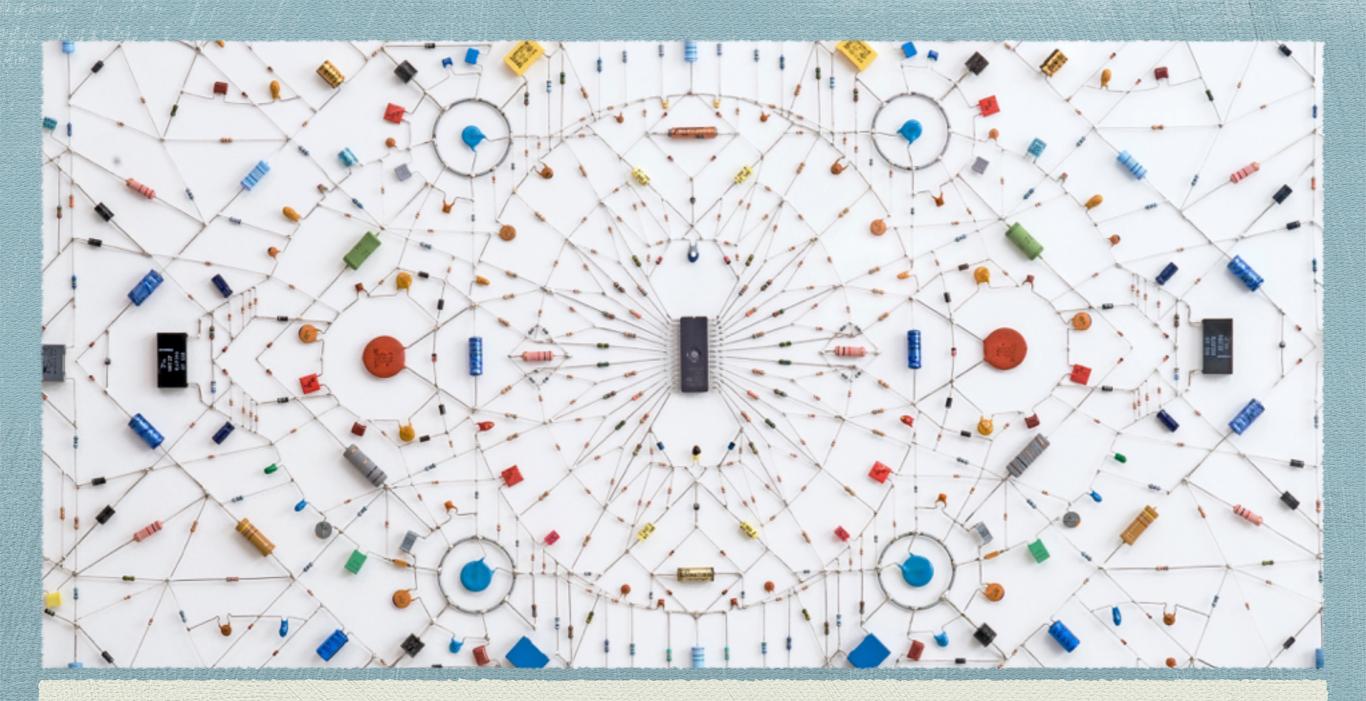
> THE BATTLE TO **DISRUPT** AND **REFORM AMERICA'S PUBLIC UNIVERSITIES**

FREE FILM SCREENING MONDAY, OCT. 17, 7 PM, ENGLERT THEATRE CONVERSATION TO FOLLOW IN ENGLERT CAFE



The Graduate Institute on Engagement & the Academy is a one-week interdisciplinary institute in which UI graduate students from across campus & at any point in their graduate studies explore how public engagement can enhance teaching, research, & creative work.

Sponsored by the Obermann Center for Advanced Studies, the UI Public Policy Center, the UI Graduate Senate, the UI Student Government, the Faculty Senate, and UI AAUP, with support from Film Scene



# Image as Anchor

# Bold, Flexible, Memorable

- Choose a bold image with strong color and/or playful and memorable content
- Consider if this image can be used in various formats and orientations
- Choose it early and use it every place possible: web site banner, posters, ads, social media, digital signs.
- Remember to check usage and be sure to always thank artists when they are identified.

# ENERGY CULTURES

## MARCH 5-7, 2015

This interdisciplinary symposium will consider the simultaneous wealth an destruction created by humans' dependence on fossil fuels, the exponential growth on humans as a species, and the flowering of human creativity — all prominent feature of the age many now call the Anthropocene. Public intellectuals, scholars, and artis will help us to make sense of humans' relationship to energy, as we examine the values and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices that shape the way we care for the planet and ourselver and practices the planet and pla

#### Featuring

Charles Man Rob Nixo Sandra Steingrabe Lonnie Thompso

#ulanthropoce

To view the schedule and register for this event, please visit ulanthropocene.col

n major sponsorable from the Obermann Center Advanced Studies, International Programs, Ida Jelia Beam visiting professorships.Experimental gram to Stimulate Competitive Research, Office he Vice President for Research & Economic elopment, Perry A. and Helien J. Bond Fund for rdisciplinary Interaction, Provost's Office, Center for tel & Regional Environmental Research, College of Ito Health, and the Environmental Health Sciences warch Center.

viduals with disabilities are encouraged to nd all University of lowa-sponsored events. If are a person with a disability who requires an ommodation in order to perticipate in this prograse contact erin-hackathorn@ulowa.edu in advan-190) 335-4034.

## **Conference** Overview

#### Thursday, March 5

3:45-4:00pm – Introductions, Old Capitol Museum 4:00-5:30pm – Keynote, Old Capitol Museum 5:30-7:00pm – Reception, Brix Cheese Shop & Wine Bar

#### Friday, March 6

8:45-9:00am - Welcome & Introductions, Old Capitol Museum 9:00-10:30am - Panel, Old Capitol Museum 10:45am-12:15pm - Keynote, Old Capitol Museum 12:15-1:15pm - Lunch on your own 1:30-3:00pm - Panel, Old Capitol Museum 3:00-3:30pm - Break 3:30-5:00pm - Keynote, Shambaugh Auditorium, Main Library

#### Saturday, March 7

9:30-11am – Panel, 1117 University Capitol Centre 11:15am-12:45pm – Panel, 1117 University Capitol Centre 1:00-2:30pm – Lunch on your own 3:30-5:00 – Keynote, The Englert Theatre 5:15-6:15 – Dance and Music Performance, The Englert Theatre 6:30-8:00pm – Reception, The Englert, Paul Gallery

## ENERGY CULTURES IN THE AGE OF THE

## ANTHROPOCENE

This interdisciplinary symposium will consider the simultaneous wealth and destruction created by humans' dependence on fossil fuels, the exponential growth of humans as a species, and the flowering of human creativity - all prominent features of the age many now call the Anthropocene. Public intellectuals, scholars, and artists will help us to make sense of humans' relationship to energy, as we examine the values and practices that shape the way we care for the planet and ourselves.

FEATURING: CHARLES MANN ROB NIXON SANDRA STEINGRABER LONNIE THOMPSON

Photograph by Daniel Beltrá

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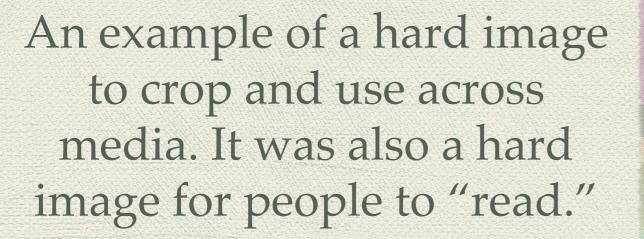
UNIVERSITY

uianthropocene.com

MARCH 5-7, 2015

OBERMANN HUMANITIES SYMPOSIUM

Don Quixote in the Age of Electronic Reproduction



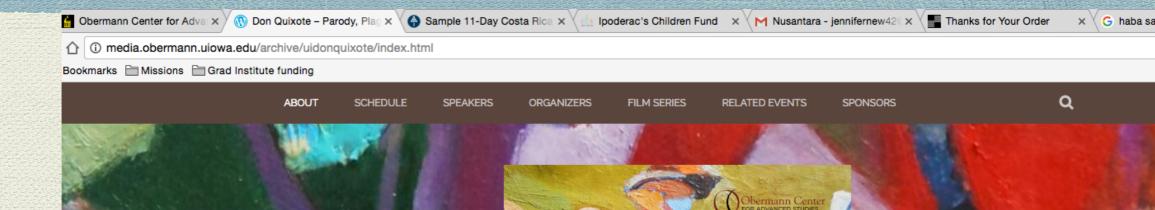
## To view the schedule and register for this event, please visit Uidonquixote.com

An interdisciplinary symposium examining the 400-year history of Cervantes' novel, a comic parody that through its uses and reuses became a cultural icon, acquiring new relevance in the digital age.

(Octomers Com

1. .....

Featuring: Dond Castillo Barbara Fuchs Jenaro Taléns-Carmona Eduardo Urbina Uidonquixote, com



## DON QUIXOTE

PARODY, PLAGIARISM, PATRIMONY: DON OUIXOTE IN THE AGE OF ELECTRONIC REPRODUCTION

## October 22-24, 2015

#### Parody

Itself a parody, *Don Quixote* has been parodied and plagiarized by countless artists throughout the world. Can plagiarism make the original the patrimony of humanity? Miguel de Cervantes may have set out to destroy chivalric novels, but his comic protagonist proved so enticing that, within a decade of his first sally from La Mancha, the 'knight of the sad countenance' was stolen by Alonso Fernández de Avellaneda whose unauthorized 'continuation' so enraged Cervantes that he finally completed his own Part Two, to discredit the 'false *Quixote.*' But, what claims to authorship could Cervantes assert, given that his creation himself imitates such famous

#### CHECK OUT THE DON QUIXOTE CONVERSATION!

#### #uiDonQ



Madison England @gingahsnahp

# Suggested poster rules

- · Consider what text is necessary and its size.
- · Be as light as possible with logos.
- Yes, you do need the UI accessibility language. https://diversity.uiowa.edu/policies/accessibilitystatement
- Who? What? Why? Where? When? Try to answer these questions-with pith!
- · Are your speakers recognizable names or is their subject really the hook?

## Innovating Urban Districts

Thursday February 26, 6-8pm Brown University, BERT 130 85 Waterman Street



Places do not grow organically. Every place is socially, economically, and structurally produced and designed by people, and not without equal parts conflict, creativity, and community collaboration. We welcome you to attend a panel discussion between planners, designers, and scholars from across the US about innovative placemaking practices and paradigms.

PLACEMAKING IN THE

CREATIVE

CAPITAL

#### Bob Azar Director of Current Plan Providence, RI

Contact:

Blaine Merker Gebi Seudio San Francisco, CA

Thomas Pacello US Advisors, Philadelphia, Pr Director, City of Memphi Innovation Delivery Team

Gordon Douglas

titute for Public Know

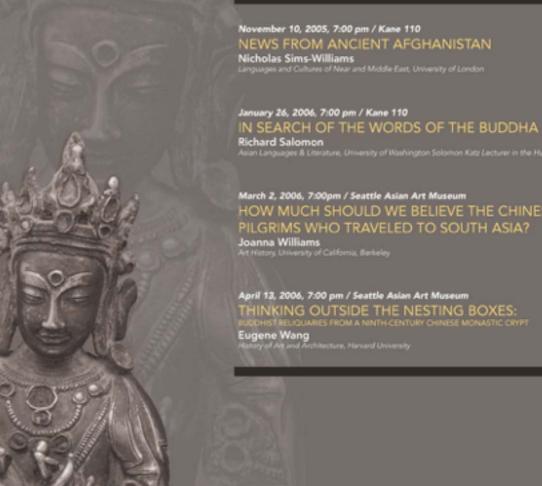
Stefano Bloch Alexis C. Landes Urban Studies Landscape Architect Stefano, Bloch@br

Alandes@risd.edu

FREE AND OPEN TO THE PUBLIC

New York University, NY Megan Canning Design Trust for Public Spa New York, NY Alex Feldman

- Effective use of single poster for multiple titles/dates.
- Combination of the title and the image provide a strong sense of content.
- Poster could easily be re-used different text, same series.
- Talk titles are not too esoteric.



March 2, 2006, 7:00pm / Seattle Asian Art Museum HOW MUCH SHOULD WE BELIEVE THE CHINESE

PILGRIMS WHO TRAVELED TO SOUTH ASIA?

April 13, 2006, 7:00 pm / Seattle Asian Art Museum THINKING OUTSIDE THE NESTING BOXES: Eugene Wang

## SILK ROAD lecture series 2005-2006

- Great use of color; especially nice if these are known names.
- Nice bottom banner with necessary logos/sponsors.



## Lectures in Photography Spring 2014

All lectures are free and open to the general public.

Lectures in Photography is presented by the Museum of Contemporary Photography and the Photography Department of Dolumbia College Oriology. Thursday, February 20 6:00 PM

Todd Hido

Forguson Lecture Hall / 600 South Michigan Avenue Graduate Studert: Meeting Filday, February 21

Thursday, March 20 6:00 PM Quentin Bajac

Graduate Student Meeting Friday, March 21

Thursday, April 24 6:30 PM Susan Bright

Fergueon Lecture Hell / 600 S. Michigan Avenue, 1st foor Graduate Student Meeting Filday, April 25

MoCD Columbia

Avoiding the academic headshot while still prominently featuring the speaker's name.

# AccessesAccesse

## Friday, March 11, 4PM Helen C. White

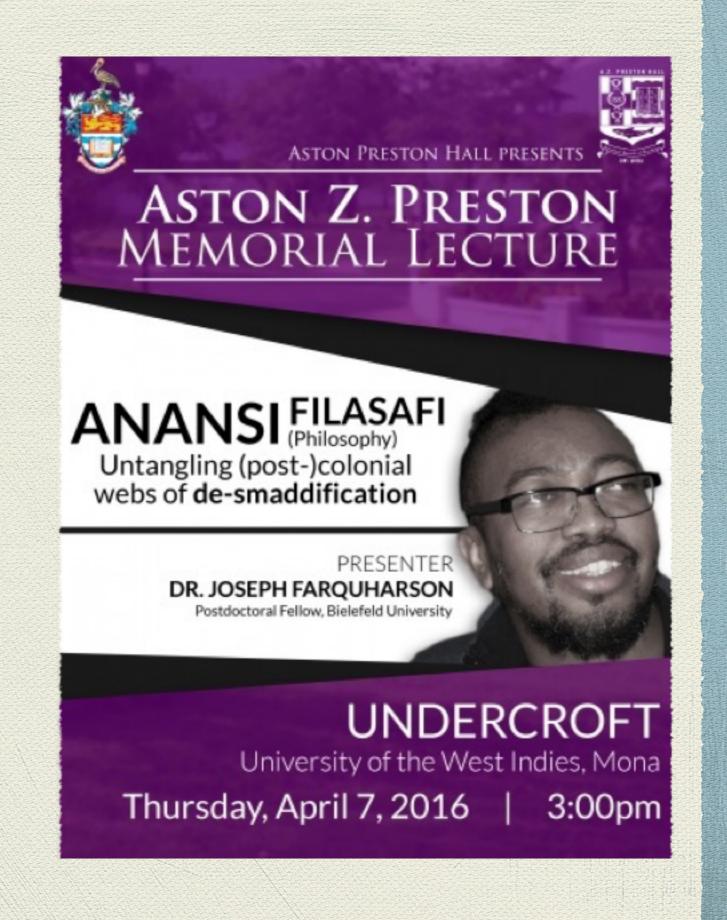
7191

State Andrew Street

For interested graduate students and faculty, Professor Trilling will also hold a workshop on materials related to her book in progress, Ecce Corpus: Beholding the Body in Anglo-Saxon England.

The workshop is on Friday, March 11, at 10:00 AM in HCW 7190. To RSVP and obtain the precirculated readings, please email Martin Foys (foys@wisc.edu).

- Too many names
- No URL
- Floating head syndrome
- Title and its meaning unclear
- Audience?



- Too many photos
- The "where/when" language is oddly staggered and hard to read.
- Logos get too much space.
- Peace lecture info seems redundant.
- Is every phone, URL, etc. necessary here?
- First line and dot vaguely inappropriate.

## Free Public Peace Lecture Creating Compassionate Businesses

october 6 2015 4:30 to 6:00 pm Dawson College Room 5B.16

## Lis Suarez

Social Entrepreneur, ASHOKA Fellow, & Director of FEM International

## Dylan Quinn

Arts & Culture Entrepreneur, Professional Dancer, & Artistic Director, Dylan Quinn Dance Theatre



B-corp Business Owner, Entrepreneur, & Online Marketing Educator

#### Peace Lecture Series Fall 2015



(514) 931-8731 ext.1414 () peacecentre@dawsoncollege.qc.ca @ dawsoncollege.qc.ca/peace-centre () facebook.com/dawson.peacecentre () @DPeaceCentre ()

Dawson Centre for Peace Education

3040 Sherbrook West Montreal, QC, H3Z 1A4

# Challenges in presenting faculty work:

- Faculty are not accustomed to translating their work to a wider public and may need examples of pithy, accessible language.
- They may have attachment to images that simply will not translate effectively for a communications campaign.
- "Less is more" is a really hard concept for people who write books for a living.
- Everyone believes he or she can write and can be a backseat designer. This isn't true, and you need to gently help them to see this.

# Publicity & Collaboration

- Who gets to decide the image and the wording? Often the amount of money given will decide this.
- Try to establish ground rules early for who is doing what, a time frame, and establish rules for a) keeping each other in the loop and b) celebrating each other. Without this, communications can become confusing and even competing.
- Be in the habit of checking their web site and communications to be sure they're honoring this agreement.
- Know which battles are worth it and when compromise or entirely surrendering to their direction is better.

# PUBLICITY OFF CAMPUS

- Approach Little Village about writing a feature article.
- Talk to the Press Citizen, DI, or Gazette about writing an op-ed.
- Ask a group that has a big mailing list to be a co-sponsor and to help you promote (e.g., Oaknoll, The Iowa Writers' House).
- Do a free public talk for one of the banks, a retirement center, or another space related to the topic.
- Teach a Senior College Class.



## • Use headshot if people are known to your audience.

- Take advantage of links.
- Establish a consistent look if you'll be sending out similar messages.
- How does it look on a phone?

## CONVERSATIONS

Informal conversations between UI faculty and community leaders





Obermann Conversations is a partnership of the Obermann Center for Advanced Studies and Little Village: Iowa City's News & Culture Magazine.

## **LITTLE VILLAGE**

Learn more about Obermann Conversations and other events at OBERMANN.UIOWA.EDU, on Facebook and Twitter.

Individuals with disabilities are encouraged to attend all UIsponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact Erin

## The Costs of Success: Rap Music, Money & Civics

Obermann Center

FOR ADVANCED STUDIES

A conversation featuring MICHAEL HILL (English and African American Studies) and ANDRE PERRY (The Englert)

November 16 Iowa City Public Library, "A" 4:00-5:30 pm

From the moment that it appeared, rap music focused on money. Many commentators used this preoccupation to suggest a moral failing in the music. Touching on recordings from four decades, Michael Hill shows that while bling dominated mainstream perceptions of the art form, rappers themselves were conflicted about riches. He argues that rap's varied portraits of cash constitute a meditation on civic options in post-civil rights era America.

Hill will be in conversation with Andre Perry, Executive Director of The Englert Theatre and Co-Founder/Director of Mission Creek Festival.

The Obermann Center for Advanced Studies (OCAS) serves the research mission of the University of Iowa. The Center is a convening space dedicated to debate and discovery. Our grants for University of Iowa artists and

# Final thoughts

- PROOFREAD!!!! Always get a 2nd (and 3rd!) set of eyes.
- Establish a checklist for yourself. Some of the things we always check: Is the date right, is the time right? is
  "Mangum" spelled right?
- Look at anything digital on multiple devices and browsers.
- If it's something you sent out to be published elsewhere, don't trust that it got done—check.
- If you're printing, ask for a proof.

# THE MORE ELABORATE OUR MEANS OF COMMUNICATION, THE LESS WE COMMUNICATE.