

HOW TO SUBMIT AN E-ANNOUNCEMENT REQUEST



The Engineering Office of Communications manages all internal and external e-communications for the Cullen College of Engineering. To share an email announcement with engineering faculty, staff and/or students, please email the Communications Coordinator, Natalie Thayer, at nhthayer@uh.edu.

Email updates are sent weekly and will include requests submitted during the previous week. We recommend submitting requests at least one week in advance, as late submissions may be pushed back to the following weekly email.

YOUR EMAIL MUST INCLUDE:

A TITLE

naming your announcement,
e.g. "First AIChE General Meeting of the Semester"

A DESCRIPTION

including all important information, such as time,
date, location and name of organization

TO INCLUDE AN IMAGE, SUCH AS A FLYER OR LOGO, WITH YOUR ANNOUNCEMENT:

COPY AND PASTE THE IMAGE INTO THE BODY OF THE EMAIL

Please do not send images as attachments.

Please note: It is your responsibility to ensure that the email announcement submitted to us is finalized, proof read, and includes all relevant information. Announcements with missing information, errors or typos will not be included in the weekly emails and we will not send out correction emails for incorrectly-submitted information.

You're welcome to contact Natalie Thayer at nhthayer@uh.edu with any questions about this process.
Thank you!