

Visiting Artist / Scholar Publicity Guidelines

Updated May 2026

If you would like to have your event publicized, we have a few opportunities available to you. You can choose one, all, or none of these options.

Option 1 – School of Art, Art History, and Design Website, which feeds into the University Events Calendar

For this Alice, alice-phillips@uiowa.edu, will need information about your event: Title, Location, Dates, Name(s) etc. The publicity image will also be shared on SAAHD social media.

The following are requirements if you would like to include a publicity image:

Png, gif, jpg, or jpeg

1024 x 1024 pixels

Must be less than 4 MB

You must include the disability statement and logo.

.....

Option 2 – Digital signage in VAB

For this Corey, corey-tucker@uiowa.edu, will need a digital slide formatted to fit the screens in VAB, which are set to a vertical format.

The following is required if you would like to create a slide:

png, gif, jpg, or jpeg

Vertical Image (9:16)

1458 pixels wide x 2592 pixels tall

Less than 10 MB

You must include the disability statement and logo.

.....

Option 3 - eblast/email announcement from art@uiowa.edu to SAAHD faculty/staff/graduate students

For this option please send Corey, corey-tucker@uiowa.edu, the email exactly as you want it to be sent out including the email title, email body copy, and publicity image (attached or embedded)

The eblast will be sent out approximately 1 week prior to the event/public lecture date, along with and Outlook invitation for faculty. If a promotional email is not provided by the faculty host, then an Outlook invitation will be set to faculty that will include the Visiting Artist/Scholar's name/date & time of lecture/ location