Content Submission Guide
University of Johannesburg Campus TV

The UJ Campus TV Network is managed by the Strategic Communications department.
The main point of contact for all queries related to the TV network is:
Collen Maepa – cmaepa@uj.ac.za (please cc Priyal Pillay: ppillay@uj.ac.za)

We encourage that you create and share content as often as possible to ensure the university communications on the TV network stay relevant and interesting to students.

Examples of content include: university or faculty news, success stories of students, welcome videos, journalism pieces, general notices, timetable updates, meet your lecturers, etc.

Restrictions: Please note that only internal, university relevant content will be accepted that is not commercially focussed. Any communication with a commercial objective is deemed as advertising and needs to be paid for, for example:
- if the announcement or event includes 3rd party brand logos
- If the announcement is linked to commercial gain i.e. students have to pay for the event, course, talk etc.

You can **either create your own content**, in which case please ensure it follows University of Johannesburg brand guidelines and is of a high quality, or you can **use the PowerPoint templates supplied** (See page 2 for guidelines). **Images and Videos are allowed.**

Please follow these minimum guidelines when submitting content:
- **Images:**
  - Pixel Resolution (WxH): 1920x1080 (high quality imagery – beware of pixelation)
  - Dots per Inch: 300dpi
  - File Type: Jpeg or Png
  - File Size: Maximum 5MB
- **Videos:**
  - Video Resolution (WxH): 1920x1080 OR 1280x720
  - Aspect Ratio: 16:9
  - Codec and Wrapper: H264 mp4
  - Frame Rate: 25fps OR 30fps
  - Sound: Mute (the TVs do not play any sound, so use burnt-in subtitles or text on screen where necessary)
  - Length: 60seconds or less is recommended, maximum allowed is 180seconds
  - File Size: Maximum 100MB

For University Content: Send your file to Collen with a suggestion of flighting time (e.g. 20-29 September 2019). He will review your content and, if he approves, publish it to the UJ Campus TV network.

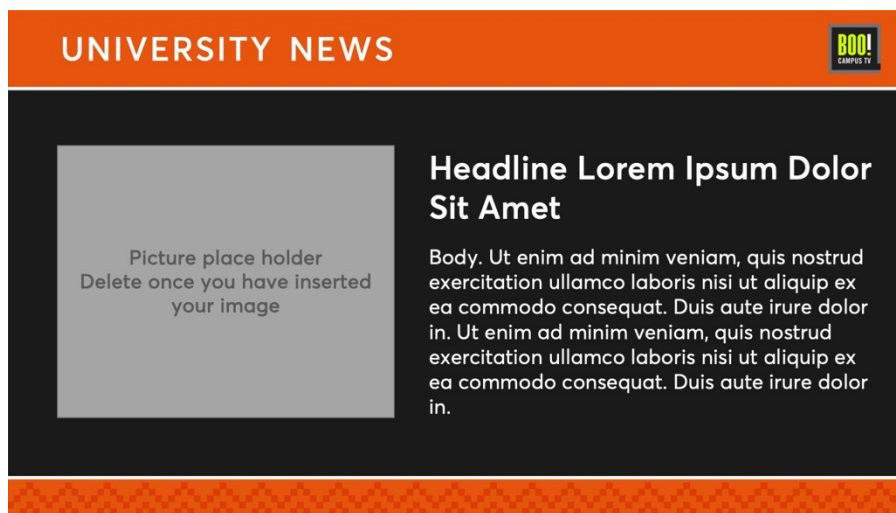Collen Maepa – cmaepa@uj.ac.za & Priyal Pillay (backup) – ppillay@uj.ac.za

For Library Content: Send your file to Kabelo with a suggestion of flighting time (e.g. 20-29 September 2019). Kabelo will review your content and, if he approves, publish it to the UJ Campus TV Network in the UJ Libraries.

Kabelo Dhlamini – kabelod@uj.ac.za & Palesa Tlatsi – palesat@uj.ac.za

Content Submission Guideline | PowerPoint Templates

The following PowerPoint templates are available for use in creating content that is distribution ready for UJ Campus TV:

1. University News (with and without image)
2. University Events
3. Library 4.0 (News and Events)

Please only edit content within the grey area of the template.

All templates have been created in Microsoft PowerPoint and are set to the correct resolution and University of Johannesburg CI guidelines.

Please ensure you have Averta Font installed before opening the templates.

Please only use PowerPoint on Microsoft or PowerPoint Online to edit these templates.

- Imagery: Use high-res imagery, this will be displayed on a HD LED and LCD screens so beware of pixilation
- *TOP TIP: If the image looks pixelated in presentation mode in PowerPoint, it will be pixelated on the screen*
- Text: use the following fonts and guidelines:
  - o **Headings – Averta Std Semibold – minimum size 40pt (bigger is better)**
  - o **Body text – Averta Std Regular – minimum size 28pt (bigger is better)**
  - o The sizing is a good guide for how much text is allowed on screen
  - o The slide will be on screen for 15seconds (30 seconds in special cases), so ensure it is enough time to read the text slowly (excluding logos and titles)

Exporting Images from PowerPoint:

PowerPoint for Microsoft
The templates are already set to the correct resolution. Once you have edited the template accordingly and you are ready to save, go to:
- File
- Save As
- Browse
- Name your file accordingly
- Save as type (see the drop down)
- Choose ".png" and save

PowerPoint Online
Once you have edited the template accordingly and you are ready to save, go to:
- Home
- Download As
- Download as Images
- Your Presentation is ready – the zip file will be in your downloads
- Unzip this file to find your jpeg

Advertising Queries:

For any advertising or commercial enquiries related to UJ Campus TV, please contact BOO! Surprising Media Solutions directly.

Jamie Girgan
BOO! Sales Manager
jamie@boomedia.co.za
(011) 784 4095/4099
084 322 6202