



## Career Services Flat Screen TV Guidelines

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Please email your slide request to Shannon Gutheil

[sgutheil@austin.utexas.edu](mailto:sgutheil@austin.utexas.edu)

- Slide must be saved as a 1360x768 JPEG and attached to email
- Requires 48 hours lead time
- Slide will play on the following TV's:
  - Hallway of PAI 3rd floor (2 TV's)
- Please note - we cannot play videos on these TV's

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In your email please include the following information:

- Full Name
- Department
- Brief description of your program or event
- Dates you want your slide to stop running (it can run for multiple weeks): mm/dd/yy