Protocol for 'shout outs' *

Definition: A 'shout out' is an announcement about any upcoming event.

The institution wishes to ensure the free flow of information across the organisation through both formal and informal routes and thus supports the practice of student 'shout outs' to convey short amounts of information.

1. Approving the content of 'shout outs'
Most 'shout outs' provide practical information on upcoming events and as such will be fairly straightforward announcements. However it is important to be aware that any 'shout out' must not contravene the Student Union's 'No Platform policy' or the institution's 'Dignity at Work and Study policy' and we advise all individuals to familiarise themselves with these policies.

The content of all proposed 'shouts outs' should be checked with the SU Executive officers. This process need not take long and will usually just involve a brief chat with an SU Executive officer to ensure the content is appropriate and approved by the SU.

Contact details for the SU officers:

Name	Role	Telephone number	Email
Mohamed Amer	SU President	0208 725 2709	President@su.sgul.ac.uk
Yan Leung	SU Vice President (Welfare & Education)	0208 725 0451	vpeducation@su.sgul.ac.uk
Tom Arjomandi	SU Vice President (Finance)	0208 725 5078	vpfinance@su.sgul.ac.uk

2. Timing of 'shout outs'
It is very important that any 'shout out' does not interrupt the university's main aim which is education. Therefore, if a shout out is carried out in between lectures, they must not last the entirety of the break in order to ensure students have an opportunity to adequately rest.

3. Introducing a 'shout out'
It is very important that the content of all shout outs is transparent. All shout outs must accurately reflect the nature of any event being advertised.

An introduction to any shout out is mandatory. Any student making a shout out must introduce themselves by their full name and state whether they are representing any student society.

We suggest that when introducing shout out student say something like
"..Hey everyone, my name is… I represent xxx society and I would like to ask you to stay as I am going to talk/show a video about…which will last … minutes…"

Students attending lectures are under no obligation to stay and listen to a 'shout out' announcement and are therefore free to leave should they choose.