



Engaging our workforce

IN THE LOOP

ABOUT THE CHANNEL

In the Loop is UON's fortnightly digital all-staff newsletter. Its purpose is to keep UON staff informed and connected to the other areas of the University.

All staff are invited to make submissions to *In the Loop*. Space in each edition is limited, so while every effort will be made to include all submissions, preference will be given to those deemed by the Editor to be important to all staff and most suitable to the channel.

In the Loop stories should:

- be of broad interest to UON staff
- be forward looking or celebratory (if the subject or event is in the past)
- align to our overall vision and values
- celebrate our people and generate pride in UON

In the Loop itself provides a snapshot or introduction to the more detailed story which should sit on the UON website in the form of:

- a news item (tagged for 'Current staff')
- an event (tagged for 'Current staff')
- another UON webpage

In the Loop can also link to affiliated websites. The Editor will consider linking to other external websites on request.

SUBMISSION REQUIREMENTS

Submissions must include

- a proposed headline/or the subject name
- a URL or asset number of the 'live' or 'approved to go live' content
- dates for promotion/publication
- (Optional) an associated image 170 x 170px or a high quality source image

HOW TO SUBMIT

1. **Email your submission** (including all of the above) to staffengagement@newcastle.edu.au
2. **Subject line:** Submission for In the Loop Edition #

PUBLICATION SCHEDULE 2018

Issue	Submission deadline (Wednesday)	Publication date (Tuesday)
1	24 January	29 January
2	7 February	12 February
3	21 February	26 February
4	7 March	12 March
5	21 March	26 March
6	4 April	9 April
7	18 April	23 April
8	2 May	7 May
9	16 May	21 May
10	30 May	4 June
11	13 June	18 June
12	27 June	3 July
13	11 July	17 July
14	25 July	31 July
15	8 August	14 August
16	22 August	28 August
17	5 September	11 September
18	19 September	25 September
19	3 October	9 October
20	17 October	23 October
21	31 October	6 November
22	14 November	20 November
23	28 November	4 December

IMPORTANT INFORMATION

- The publication dates are subject to change
- Additional or alternative channels for your content might be
 - o Current staff landing page feature space
 - o Staff screensaver
 - o Digital signage