**MyGlasgow News Contribution Form**

Please fill in these fields and email to communications@glasgow.ac.uk. Allow two working days for a response.

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| **Name** | **Email** |
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| **Staff, Student or Alumni** | **If ‘Other’ Please Specify** |
| Staff |  |
| **Story category** | **Relevant Web Links** |
| Choose an item. |  |

Please write your story or outline your content in no more than 500 words.

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|  | **Proposed Story** |
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| **Any Other Information** |
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| **If you envisage an internal campaign to push information over several weeks, what are the key dates and timeframes we need to consider?** |
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Do you have any images that might enhance the item?  (JPEGS should be at least 250KB. We only use images if they add real value to the content.) If you have any video or audio content please email it to communications@glasgow.ac.uk using the UofG file transfer system: <https://transfer.gla.ac.uk/>

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**Social media**

If you would like this content to be supported through the main UofG social media channels please visit: [Submit content for social media](https://www.gla.ac.uk/myglasgow/staff/brandguidelines/marketingtoolkit/socialmedia/submitcontentforsocialmedia/)