Broadcast Message Policy

Reviewed April 2, 2001

The Meridian Mail system is a tool to facilitate internal communication. Because of technical constraints, it must be used sparingly and wisely.

The Public Affairs Office is responsible for use of the Meridian Mail system and voice messaging. To ensure efficient use of the system, broadcast messages at Laurentian University will only be used to announce the following :

1. Emergency announcements of any kind.
2. Update on weather/ road conditions.
3. Reminders of important activities which concern the entire Laurentian community and which pertain directly to official university business : teaching, research and /or administration.
4. Events pertaining directly to official university business that have not been publicized or those which have been publicized only if there has been a change of location, date and / or time.

All voice messages must be submitted to the Public Affairs Office in writing, in both official languages. The message must be clear and precise. To assure that the message is broadcast in time, we suggest that the message be submitted at least **12 hours in advance**, if possible.

The Public Affairs Office reserves the right to refuse to broadcast messages which do not meet these requirements. We also reserve the right to determine what is important or not.

Alternatives for internal communications :

If there is a need to contact a specific group of people (i.e. aerobics classes), a separate list can be set up and administered by those responsible for the activity in question.

We encourage the Laurentian community to send messages via GroupWise group mailing options to announce various activities.
The Laurentian community should consult the News Section on the LU web to access all press releases.

A web-based bulletin board and calendar will be created in the near future to inform, send announcements, notices and news of interest to the overall LU community.

Memos can be sent via internal mail. Public Affairs has a complete list and can provide the labels at minimum cost.