How to Submit a

Targeted Announcement (TA)

Targeted Announcements (TA’s) are university-wide announcements sent to students, faculty, and staff via NEIU e-mail. The Office of Student Leadership Development is permitted to send targeted announcements highlighting events taking place through SLD.

*Some important details to note should your organization wish to promote your event using a Targeted Announcement:*

* Each week, the Office of Student Leadership Development will send out ONE Targeted Announcement showcasing multiple student organization events. This TA will have the title: *The Office of Student Leadership Development – Upcoming Events.*
* We are only permitted to promote an event twice (1 general announcement and 1 reminder).
* We cannot promote weekly gatherings. However, should a particular speaker or initiative be taking place during your general meeting, we can publicize that.

**How to Submit a Targeted Announcement**

* Targeted Announcements will be distributed each Tuesday. Please submit a TA request no later than 5:00PM the Monday prior for your announcement to be considered.
* Login to the Northeastern Network: <http://neiu.colelgiatelink.net>
* Open the Campus Links tab and select “Targeted Announcement Form”
* Provide all pertinent information for your event. Please be sure that your message includes the following (if it does not, your message may be delayed!):
	+ Organization Hosting Event
	+ Time, Date, and Location
	+ Brief Description of Event
	+ And Contact Person should readers have questions