

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/91**

**Number: 06-17**

**Section: University Advancement**

**Subject: News Conferences**

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All news conferences regarding university programs and/or personnel, with the exception of athletics, should be coordinated through the Office of University Communications.

Any college, department or office wanting to make an announcement through a news conference must contact the Office of University Communications for advice and assistance.

In the event an external agency or organization, working in cooperation with university-funded programs, desires to call a news conference, a university representative should contact or refer the agency or organization to the Office of University Communications for coordination.

If a representative of the university is involved in a cooperative effort with any external group planning a news conference or other news activity which may reflect on university programs, policy or personnel, the representative should contact the Office of University Communications as to the time, place and nature of the news activity.

Revised 6/30/13.