

Memo via email

TO: All Students
RE: twitter.com/HofLawStudents
FROM: Office of Communications
DATE: 08/27/2010

The Office of Communications has started a twitter account to help you stay abreast of all that is going on at Hofstra Law. **Twitter.com/HofLawStudents**, which you can follow directly on the Twitter site, on our plasma screens or using your mobile devices, will communicate important announcements and timely information about events, speakers and student activities.

This feed is designed for internal communications to current students rather than as a means of communicating school news to alumni and external constituencies, however these communications should not be considered "private."

Student groups are invited to submit information to be considered for inclusion in the feed. Before submitting, we ask that you consider the following: the information sent via this method must be relevant to a majority of the students and be time-sensitive.

For example, a weekly student org meeting would not be appropriate for this communications channel, but a last-minute time change for a high-profile guest speaker would be appropriate. (The Communications office will still help promote events, using the website, plasma screens and Lex Lounge. Just post the event on Lex Lounge and our website – if special support is needed, please access our office via OSA.)

Student organizations interested in having their information included in the feed should notify the Office of Communications by e-mailing lawtwitter@hofstra.edu. Submissions can include a photo and link. Not every submission will be tweeted, and the Office of Communications will edit posts to reflect twitter's style. In some cases, we may redirect your announcement to a more appropriate venue, such as Lex Lounge, plasma screens, e-mail, Blogstra or a class-specific Facebook page.

The account will not be used for solicitations and commercial uses (for example, announcing that BarBri is in the atrium). If a student group or professor has a twitter account and tweets something that is useful to all students, the Office of Communications will likely retweet (forward) the information. If you are unsure whether something is appropriate for twitter you can send it to lawtwitter@hofstra.edu, and the Office of Communications will respond promptly.

Please visit twitter.com/HofLawStudents to start following to see what has been tweeted so far. You can also text 'FOLLOW HofLawStudents' to 40404 from your mobile device to receive text messages through twitter containing the announcements.