

# Instructions for Submitting Electronic Docket Materials

## Docket Submission

- Emails to Board Office Staff should contain attached materials for only one committee or Board meeting.
- Docket cover sheets are submitted in Microsoft Word format.
- Additional docket materials are submitted in either (a) a format that can be converted to a pdf document or (b) pdf format.
- Hardcopies of the complete docket in the order it should be numbered are to be delivered to the Board Office by 12 Noon on Monday, one and a half weeks prior to the Board meeting.

## Document Format

- Docket materials will be assigned a new footer and docket page number. Therefore, submitted materials should not have any markings/information in the document footer. Markings/information may be placed in the document header.
- Whenever possible, documents should be submitted in portrait orientation rather than landscape orientation.
- Color graphics should be avoided. If necessary, please check that they will print well in black & white (especially important for charts and graphics).

## Docket Material Titles

- Standard Title Format
  - Committee Name *or* Board\_Shorthand for Item\_Cover *or* Materials.ext
  - Committee Names
    - Audit – AUD
    - Board of Regents – BOR
    - Board Work Session – WS
    - Litigation Review – LR
    - Faculty, Staff & Student Affairs – FSSA
    - Finance & Operations – F&O
    - Facilities – FAC
    - Educational Planning & Policy - EPP
  - Examples
    - AUD\_ExternalAuditorRev\_Cover.doc
    - BOR\_Gifts\_Materials.doc
    - WS\_HRPolicies\_Cover.doc
    - LR\_AnnualReport\_Cover.doc
    - FSSA\_EmpHealthBenefitsPolicy\_Cover.doc
    - F&O\_AnnualAssetMgmt\_Materials.doc
    - FAC\_CPPMSemiAnnualReport\_Cover.doc
    - EPP\_EnrollmentGradReport\_Materials.doc

## Docket on Website

- One week prior to the Board meeting (usually Friday before 12 Noon), docket materials will be available on the Board of Regents website at the following address: [www.umn.edu/regents/meetings.html](http://www.umn.edu/regents/meetings.html)