“Snapshots” Photo Submission Guidelines FAQs, and Themes
Each month, we ask you to submit a photo you’ve taken on campus or elsewhere that you feel reflects a monthly theme. Please follow our Photo Submission Guidelines and find FAQs and a listing of the monthly themes below. We’ll post a gallery on Inside Einstein to showcase the images submitted.

Photo Submission Guidelines
We’re excited to receive your snapshots and to share them with the rest of the Einstein community. In order to do so, there are some guidelines for submitting that you must follow. Failure to do so could prevent us from being able to post your image. If anything isn’t clear to you, please don’t hesitate to submit questions to Ask Einstein!

- Submitted photos must be taken by a member of the Einstein community.
- When submitting your photo, include your name, department/class year/program designation, and phone number in the body of the e-mail and send ONE (1) image only to karen.gardner@einstein.yu.edu.
- Indicate the THEME of your photo and your last name in the e-mail subject line. (If your photo fits the “Potpourri” category, please note “Potpourri” in place of the month’s theme.)
  - EXAMPLES of Subject Line:
    - (With Monthly Theme) “Pride_Gardner”
    - (General Image/Non-Theme) “Potpourri_Gardner”
- If your photo contains people who are not members of the Einstein community, you must have them complete and sign a photo release form, and attach a scan of the form with your photo.
- If your photo contains individuals who are members of the Einstein community, please first ask them for their permission. While images do not have to be posed, anyone in your photo should be aware that you are taking it and that you intend to submit it to Snapshots. Provide their name(s) so that we can verify that they approve of our posting the image in the photo gallery.

Sample of submission e-mail (excluding photo attachment):

PLEASE NOTE: Communications and public affairs reserves the right to exclude photos that are not submitted according to the above guidelines, or for which the photo quality or subject matter may not be appropriate.
**Snapshots FAQs**

**How do I submit a photo to Snapshots?**
You submit your photo by e-mailing karen.gardner@einstein.yu.edu. Please follow these [submission guidelines](#).

**Can I use a phone camera?**
Yes, you can use any kind of camera to take your photo, so long as you are able to submit the image digitally via e-mail and the photo is clear and of good quality.

**Can I submit an old photo?**
If you have a photo that fits a [monthly theme](#), it doesn’t matter when you took it. But it should be a photo that you took yourself. If the image doesn’t fit a listed theme, it can be submitted under the “potpourri” category.

**Can I have people in my photo?**
Yes, you may. However, if anyone in the photo is not a member of the Einstein community, you must also submit a [signed visual consent release form](#). Please print the form provided (at link) and have it completed for each individual in your photo who is not an Einstein employee (faculty, staff, postdoc), student, or volunteer. Please note: If submitting an image of family or friends, you do not need to complete the HIPAA portion of the form unless the photo is taken in a clinical setting.

**Where will the photo appear?**
We will post the images in a special Snapshots gallery on the intranet that will be introduced with a brief story. Thereafter, as members of the Einstein community contribute images each month, we’ll add them, ordered by theme and will periodically highlight the gallery in the *What’s Inside Einstein* e-newsletter that is sent each month via e-mail.

**Can I submit ideas for future themes?**
Sure! We will change the themes from year to year. We currently have themes listed through May 2019. You can send your suggestions for new themes using the [Ask Einstein!](#) question/suggestion page.

**Is there any other forum for sharing my photography?**
There sure is! Our Einstein students produce a wonderful art and literary magazine called *Ad Libitum*. It is published each spring and features art, photographs, poetry, essays, and short stories produced and submitted by members of the Einstein community. Anyone at Einstein – students, staff, faculty, volunteers, donors, and alumni – can submit their art or writing to the magazine for consideration, or to be part of Ad Libitum’s live event held each winter in Lubin Dining Hall. Be sure to watch for the invitation to make your submissions to the magazine and/or the event when each is sent.
Themes
June – Pride
July – Vacation
August – New Beginnings
September – Recycle/Repurpose
October – Diversity
November – Gratitude
December – Hope
January – Collaboration
February – Happiness
March – Strength
April – Innovation
May – Celebration

Can’t find a photo that fits the theme, but still think you took one that’s worth sharing? Submit it with “Snapshot – Potpourri” in the subject line; it will be included in a separate section of the gallery.

Missed a theme deadline but have a photo that fits? That’s fine, too. Simply note which theme it goes with when you make your submission, and we’ll add it to that section of the gallery.