

## **Guideline COM 1/2021**

### **EMAIL SIGNATURE TEMPLATE FOR CEITEC MU EMPLOYEES**

#### Article 1

##### **Introductory provisions**

- 1) This guideline is to present an email signature template for CEITEC Masaryk University employees (hereinafter referred to as CEITEC MU), with the aim to maintain unified communication and the dissemination of contact data for all employees.
- 2) The email signature includes all necessary information for the identification of an individual and his/her workplace, including CEITEC MU award and event promotion.
- 3) This signature template is unified for the whole CEITEC consortium.

#### Article 2

##### **Email signature**

- 4) All CEITEC MU employees are obliged to use this unified email signature in their work-related e-correspondence, as is specified in Annex 1. Signature template is available on <http://muni.ceitec.cz/en/signature-template/>.
- 1) The email signature must always be downloaded from the online signature template, (Annex 1) includes two parts:
  - a. Obligatory part: Name and surname, incl. degrees/titles; job position; workplace; contact data such as a landline phone number, cell phone number, and email address; CEITEC websites, or the employee's particular workplace website; workplace address, including the building and office number; hashtag #CEITECScience; CEITEC social network profiles, and the CEITEC logo.
  - b. Optional part: Relevant awards/prizes granted to a particular group, and event promotion. We recommend that you place a link to the event webpage below the picture of the event so that interested individuals can easily find the detailed information.
- 2) Employees are obliged to keep a unified size, type, and colour of writing, the green CEITEC logo, and active links. The signature is prepared in the CEITEC Arial font in the official CEITEC green (RGB: 122, 193, 67) and blue (RGB: 33, 169, 192) colours. This information is adjustable in the electronic form of the signature template.
- 3) E-mail signature templates must be saved (usually in MS Outlook software) in both the Czech and English versions. For your communication in English, please use the English e-mail signature. For communication in Czech, you may use either the Czech or English signature.

#### Article 3

##### **Final provisions**

- 1) If necessary, technical support for email signatures shall be provided by the PR Assistant.

- 2) The Head of the Communication Department is responsible for the interpretation, compliance supervision, and updates to this Guideline.

In Brno on 15 January 2021

Annex:        *Annex 1: Email signature preview in English language*  
                  *Annex 2: Email signature preview in Czech language*  
                  *Annex 3: Frequently asked questions and solutions*

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Jana Otoupalíková  
*Head of Communication Department*

## Annex 1: Email signature preview in the English language

Degree. Name Surname | **CEITEC MU**  
Position | Research Group / Department

**Phone No.:** +420 549 49 XXXX, +420 XXX XXX XXX

**Email:** [name.surname@ceitec.muni.cz](mailto:name.surname@ceitec.muni.cz)

**Web:** [www.ceitec.eu](http://www.ceitec.eu) | Research Group / Department website

Masaryk University  
CEITEC – Central European Institute of Technology  
Kamenice 5, 625 00 Brno, Czech Republic  
Office no. X/X (building number / office number, e.g. E35/134)

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*The section below is reserved for the promotion of awards/prizes, if any.*

*Example:*



*The section below is reserved for event promotion, if any.*

*Example:*

**CEITEC / RESEARCH GROUP IS A PROUD HOST/PARTNER OF RESEARCHERS' NIGHT IN 20XX**



## Annex 2: Email signature preview in the Czech language

titul. Jméno Příjmení | **CEITEC MU**  
Pozice | Výzkumná skupina / pracoviště

**tel:** +420 549 49 XXXX, +420 XXX XXX XXX (*mobilní telefon*)

**email:** [jmeno.prijmeni@ceitec.muni.cz](mailto:jmeno.prijmeni@ceitec.muni.cz)

**web:** [www.ceitec.cz](http://www.ceitec.cz) | web výzkumné skupiny / pracoviště

Masarykova univerzita  
CEITEC – Středoevropský technologický institut  
Kamenice 5, 625 00 Brno  
Kancelář X/IX (*označení budovy / číslo kanceláře, např. E35/134*)

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## Annex 3: Frequently asked questions and solutions

**1) Automatic signature settings in the Mutt email client (displayed as text only)**

The automatic signature is set in the Mutt email client via the "set signature", where the path to the file with the saved signature is entered. For more see e.g <http://www.spamik.cz/howto/mutt/muttrc>.

**2) If the text email client uses only plaintext**

The official form of the signature includes a graphic version. It is possible to use a plaintext version in addition to the graphic version

**3) Signature too long, e.g for gmail**

Gmail has a signature limit of 10,000 characters. Our signature has about 2,000 characters. Copy the signature pattern from the online template for the Czech version <http://muni.ceitec.cz/en/signature-template/>. When copying an online template, the format remains intact, including graphics and links. Copying a signature from another source may violate the format of the signature pattern.

**4) Signature template in Mozilla Thunderbird mail client**

Settings in plain text (see no. 2) or using HTML code  
<https://support.mozilla.org/en-US/kb/signatures>

Do you need help? Contact us at: [jitka.hodalova@ceitec.muni.cz](mailto:jitka.hodalova@ceitec.muni.cz)