

# CORPORATE DESIGN MANUAL

www.fh-krems.ac.at

# INTRODUCTION

Nowadays, gaining a competitive advantage is not just a question of offering high-quality products and services – all of our competitors are already doing precisely that. Successful companies manage to distinguish themselves clearly from the competition by means of their products, services and internal and external image.

An unmistakeable, eye-catching and coherent identity that induces positive emotions is therefore key and essential to preserving the long-term loyalty of employees, customers and the wider public.

Corporate design is a key component of our corporate identity and determines the outward appearance

projected by the IMC University of Applied Sciences Krems. Our aim is to present a clearly defined, uniform and – most importantly – easily recognisable image.

This manual outlines the rules for the use of the main design elements of the IMC Krems brand. These rules are binding for all publications and public appearances.

The design of all materials published by IMC Krems should be based on the guidelines and rules contained in this manual. In addition, the corporate wording defined in the "Kommunikationskonzept" and the "Content Style Guide" needs to be respected.

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# LOGO

### **OVERVIEW**

The IMC Krems logo may be reproduced as four colour (4c) or one colour (1c). Only original versions of the logo may be used in internal as well as external communications.

The up to date versions of the IMC Krems logo can be downloaded in the Marketing & Public Relations section on the eDesktop or in the Download Centre on the IMC Krems website: www.fh-krems.ac.at/en/downloads/#press

The IMC Krems logo consists of the letters "I", "M" and "C", "FH KREMS" and the English addition "UNIVERSITY OF APPLIED SCIENCES".

It is prohibited to omit a part of the official logo.

The ratio of logo height to logo width may not be adapted under any circumstances, as the proportions must be maintained. The logo must not be used by external parties without the prior permission of the Marketing & Public Relations department.

If possible, the white logo on IMC Krems Blue background should be used.

The logo should be positioned in the top left corner or top centred while maintaining the minimum required margin as described on the next double page.

### **LOGO**

# LOGO FONT





### **USE OF THE FOUR COLOUR (4C) VERSION**

In external and internal communication, the 4c versions of the logo are preferable to the 1c versions and should therefore be used as a general standard except under special circumstances.

In general, the lettering of the IMC Krems logo consists of the German "FH KREMS" and the English addition "UNIVERSITY OF APPLIED SCIENCES". In order to increase the readability and thus foster the effect of the logo, new versions of the logo have been introduced recently. The reversed out logo on a blue background is used for all corporate identity and product-related office materials and communications.

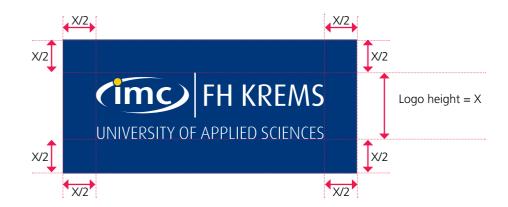
In general, the reversed out logo should be used on "IMC Krems Blue" background only. In specific cases, the Marketing & Public Relations department reserves the right to use the logo on other backgrounds as well (e.g. photos) if the contrast is sufficient.





### **USE OF THE PROTECTED SPACE**

The safety margin for print as well as display is x/2. If the available space is limited (i.e. if the logo would otherwise be too small to read), the margin can be reduced to x/3 for display.



### **USE OF THE ONE COLOUR (1C) VERSION**

The 1c colour logo may be used for office equipment, merchandising or print if there are compelling pricing or graphical arguments. On office equipment, the reversed out logo may only be used on blue background (C: 100, M: 80, Y: 00, K: 30). For advertisements, it may also be used on a different background if a high enough contrast is given.





### **USE OF THE LOGO WITHOUT SUBTITLE**

The logo without subtitle is only used if the subtitle - University of Applied Sciences - would be too small to be properly readable and only in a German-speaking environment. The required safety margin is x/2.





### ADDITIONAL SUB LOGOS

In general, sub logos of IMC Krems divisions, departments At the moment, the below mentioned logos have or services are to be avoided and MUST always be developed in consultation with the IMC Krems Marketing & Public Relations department.

been cleared by the department and may be used in communications. It is important to note that only the original versions of the logo provided by IMC Krems may be used. Colour adoptions and changes to the ratio of the logo are strictly prohibited.

### **ALUMNI**





### **CAREER CENTER**





### **FOUNDERS LAB**





### **COWORKING SPACE**





### **SIGNETS**

The IMC Krems signet may exclusively be used for merchandising (e.g. shirts) and if appropriate in online and social media communication.

The signet has been developed in a way that should increase the recognisability of IMC Krems and has been designed to fit pre-existing online formats.

Thus, the format fits the defined logo scales of applications and social media channels and therefore increases the readability in this context. As the signet, however, omits the description "Fachhochschule" and/or "University of Applied Sciences" it may not be used as a logo supplement on a wider scale.

















### **EXEMPLARY APPLICATION**



### **PROHIBITED UTILISATION**





The logo may under no circumstances be deformed (through unproportional scaling).



The logo may only be used in the original colours.



Parts of the logo may not be omitted.



The logo may not be displayed on a background where the contrast is not sufficient.

### **ADDITIONAL DESIGN ELEMENTS**

Aside from the IMC Krems logo one very recognisable design element has been developed by IMC Krems which is in use on some communication materials like postcards etc. - the so-called "Check in Button".

For this design the colour code "IMC Krems eye-catcher" applies – the purpose of the element is to catch the attention of the viewer and offer important information.

The original version points to the IMC website. The design element may, however, also be adopted to the current needs. Application areas include the Open House and the "Ask a Student" Facebook group.







# **FONTS**

### **OVERVIEW**

The standard font used in internal and external communication is Verdana.

This font is used in e-mails, documents, presentations, and publications. A standard font is an important aspect of corporate identity. It conveys clarity and fosters a sense of identity in day-to-day communications.

Promotion materials, folders, websites and other areas that are under the umbrella of the Marketing & Public Relations department may deviate from this regulation. A full listing of the various fonts used by IMC Krems is provided below. Note that it is important to respect the specific application areas of the corporate fonts.

Office	Verdana
Logo Logo- Subtitle	<b>DAX OT, Regular</b> DAX OT, Light
Display	Headline-Font: Ubuntu Condensed
	Fließtext-Font: Assistant Extra Light Assistant Light Assistant Regular Assistant SemiBold Assistant Bold Assistant Extra Bold
Print	Frutiger LT Std 45 Light Frutiger LT Std 55 Roman Frutiger LT Std 65 Bold Frutiger LT Std 75 Black
Print Headlines	DAX OT, Regular DAX OT, bold
Merchandising	COLLEGE STYLE

# **COLOURS**

### **OVERVIEW**

The IMC Krems brand is associated with a specific set of predefined colours. These colours are used for printed materials, merchandise and in general communications. In general, you have to differentiate between colours that are associated with the whole organisation and colours that are attributed to the various programmes and focus areas.

The general colour scheme of IMC Krems consists of the following colour variations: In communications, an emphasis should be put on "IMC Krems Blue" and "IMC Krems Yellow".

"IMC Krems Blue" – the most important colour in the colour mix of IMC Krems – communicates respectability, elegance and significance. The colour has already been connected to IMC Krems in the minds of its stakeholders.

"IMC Krems Yellow" is used as an accent colour on the website, in advertisements, etc.

The four focus areas - Business, Digitalisation & engineering, Health and Life Sciences – all have a specific colour code assigned to them: Moreover, all bachelor degree programmes are colourcoded.

### **COLOUR SPACE**

In order to guarantee a uniform use of the defined IMC colours, it is necessary to use the colour setting **"Europa, universelle Anwendungen 3"** in all graphic programmes, especially the Adobe programmes (Photoshop, Indesign, ...). This colour setting should be set by default when installing the programme, but it is recommended to double-check it.

If this setting is not available, one or more of the following values must be set manually:

RGB → sRGB IEC61966-2.1

CMYKY→ Coated FOGRA39 (ISO 12647-2:2004)

Grau → Dot Gain 15%

Vollton→ Dot Gain 15%

### **DISPLAY COLOURS**

Blue	R	47
	G	72
	В	102
Hexa: #2f4866		

Yellow	R	218
	G	175
	В	34
Hexa: #daaf22		

Text colour	R	33
	G	37
	В	41
Hexa: #212529		

Background	R	214
	G	214
	В	214
Hexa: #d6d6d6		

### **PRINT COLOURS**

IMC Krems	С	100%	R	36
Blue	М	80%	G	54
Pantone: 288c	Υ	0%	В	114
	K	30%		

IMC Krems	C	0%	R	242
Yellow	М	20%	G	203
Pantone: 116	Υ	100%	В	19
	K	0%		

IMC Krems	С	0%	R	196
Eye-catcher	М	100%	G	0
	Υ	60%	В	70
	K	0%		

"IMC Krems Eye-catcher" is only used in the context of the additional design elements described above.

IMC Krems	C	37%	R	242
Red	М	98%	G	203
Pantone: 116	Υ	100%	В	19
Hexa: #f2cb13	K	6%		

"IMC Krems Red" should only be used for the guidance system in the buildings of IMC Krems.

### **FOCUS AREAS - DISPLAY**

LIFE SCIENCES RGB: 255/0/51 HEXA: #FF0033

BUSINESS RGB: 0/125/179 HEXA: #007DB3 HEALTH RGB: 0/170/71 HEXA: #00aa47 DIGITALISATION & ENGINEERING RGB: 109/46/119 Hexa: #6d2e77

### **FOCUS AREAS - PRINT**

LIFE SCIENCES CMYK: 00/100/80/00

BUSINESS CMYK: 100/30/00/30 HEALTH CMYK: 100/05/60/30 DIGITALISATION & ENGINEERING CMYK: 20/100/10/25

### **COLOUR GRADIENT DISPLAY - BACKGROUND (DARK TO LIGHT)**

RGB: 10/22/43

RGB: 37/59/86

Hexa: #0a162b

RGB: 37/59/86

Hexa: #253b56

### **COLOUR GRADIENT PRINT - BACKGROUND (DARK TO LIGHT)**

CMYK: 90/80/45/63 CMYK: 82/65/30/13

# **IMAGERY**

### **IMAGERY - ADVERTISEMENTS - DISPLAY**

Advertisements may be designed and commissioned by the Marketing & Public Relations department exclusively. The current imagery used in online advertisements features a photo of two students in an appropriate setting

on a coloured background. The background has either the colour of one of the focus areas (if the advertisement is about a particular degree programme) or uses "IMC Krems Yellow" for general IMC Krems advertisements.

### **BUSINESS**



**DIGITALISATION & ENGINEERING** 



NEUTRAL



HEALTH



LIFE SCIENCES



### **IMAGERY - ADVERTISEMENTS - PRINT**

Advertisements may be designed and commissioned by the Marketing & Public Relations department exclusively.

The current imagery used in print advertisements features a black and white image photo of one of our students on

a black and white gradient background. The advertising campaign thus puts the human factor of our organisation in the front. It therefore manages to appear approachable and minimalistic at the same time.

### **IMAGERY - STUDENT PORTRAITS - BROCHURES & WEBSITE**

The brochures and the header of the web section of the degree programmes feature authentic portrait photos of students studying the degree programme.

### **BACHELOR**



MASTER









SAMPLE FOR A SPECIFIC DEGREE PROGRAMME















### **IMAGERY - GENERAL**

The general imagery used by IMC Krems also puts an emphasis on the human factor. Students are featured in their normal surroundings. Depending on the study programme, this means in lecture rooms, laboratories, university facilities (e.g. Health Lab) or somewhere around Campus.

This type of imagery is used for brochures and other print materials, on the web pages and all other forms of external and internal communications except for advertisements.

Our employees looking for photo material can contact marketing@fh-krems.ac.at.





































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# WEBSITE & eDESKTOP

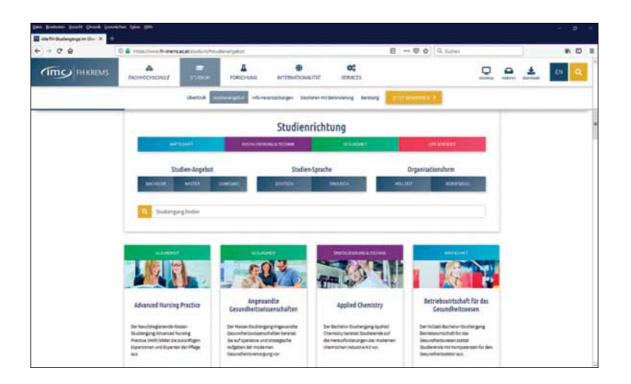
### **IMC KREMS WEBSITE**

The goal of the current website design of the official IMC Krems website is to provide the information in a straight and clear manner while still appealing to the emotions of the visitor. The website has been adopted to fit all end devices and browsers.

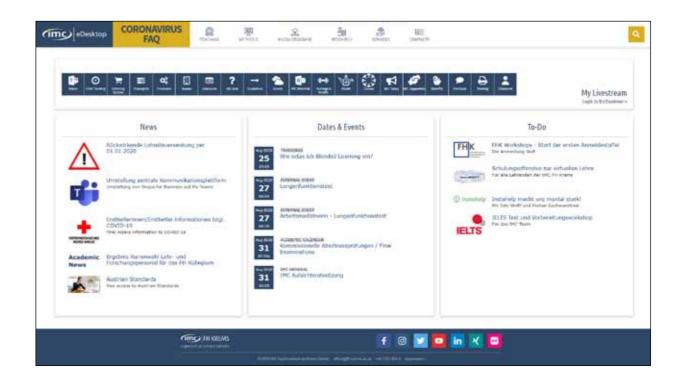
### **RESPONSIVE WEBSITE: www.fh-krems.ac.at**



### **SCREENSHOT - WEBSITE**



### **SCREENSHOT - eDESKTOP (INTRANET)**



# **SOCIAL MEDIA CHANNELS**

### **OVERVIEW**

Social media helps forge a direct and lasting relationship with the stakeholders. In order to fit the image of IMC Krems, most communication is conducted in English. The detailed IMC Krems position regarding this topic is available in the "Social Media Strategy" of IMC Krems.

The official IMC Krems social media presence is steered and conducted by the Marketing & Public Relations department. On most channels, IMC Krems is represented by one general presence for all stakeholder groups. The various departments and service centres of IMC Krems are not allowed to conduct demerged social platforms without the knowledge and consent of the Marketing & Public Relations department. Rules and regulations regarding the logo, colour scheme and wording apply.

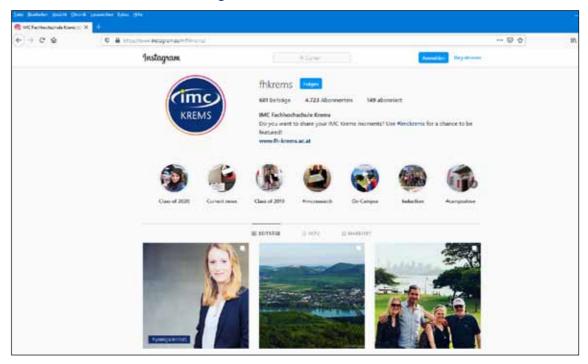








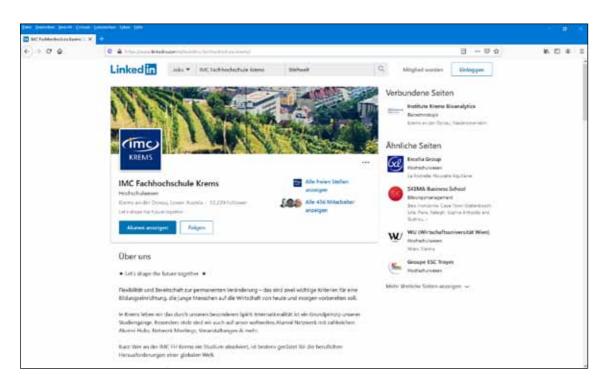
### **INSTAGRAM** – www.instagram.com/fhkrems



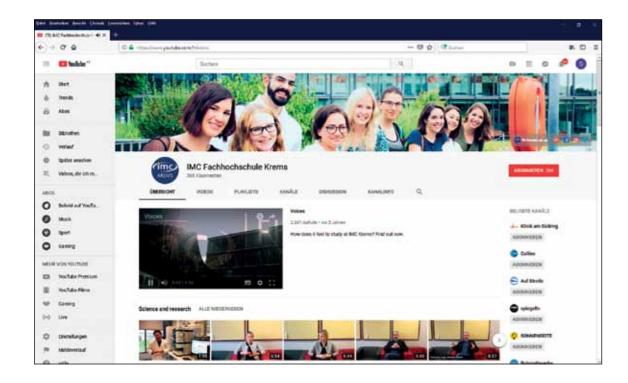
### FACEBOOK - www.facebook.com/imcfhkrems/



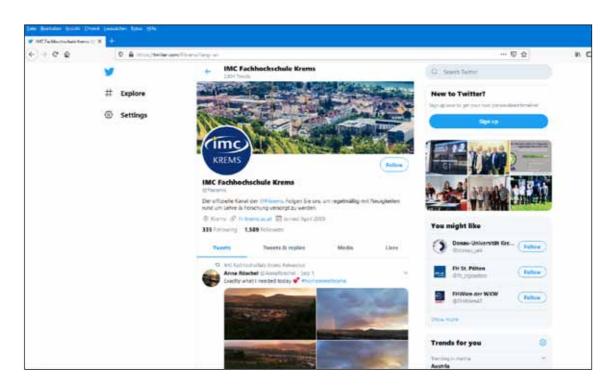
### LINKEDIN - www.linkedin.com/edu/imc-fachhochschule-krems-10184



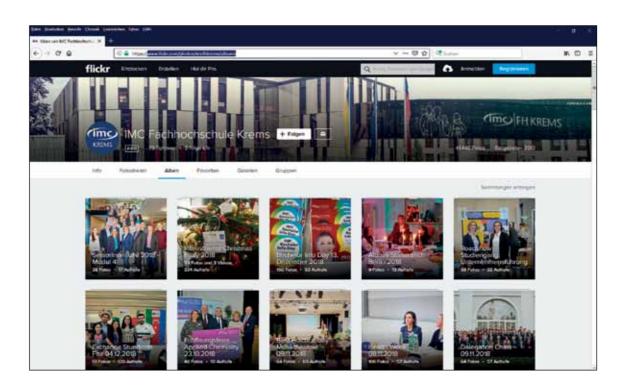
### YOUTUBE - www.youtube.com/fhkrems



### TWITTER - www.twitter.com/fhkrems



### FLICKR - www.flickr.com/photos/imcfhkrems/albums



# **ONLINE ADVERTISING**

### **GOOGLE** DISPLAY – DEGREE PROGRAMME

320x50 px / 320x100 px /





468x60 px / 728x90 px



200x200 px / 250x250 px / 300 x 250 px



### GOOGLE DISPLAY - EVENTS

### 320x50 px / 320x100 px /





468x60 px / 728x90 px



200x200 px / 250x250 px / 300x250 px



### **GOOGLE RESPONSIVE EVENT**

500x500 px



500x500 px



### GOOGLE RESPONSIVE DEGREE PROGRAMME

950x500 px





### XING - EVENTS

984x311 px



984x311 px



384x311 px



### **YOUTUBE** (1920x1080 px)



### INFOSCREEN (1.920x1.080 px)

**WELCOME** (1.920x1.080 px)



UPCOMING EVENTS (1.920x1.080 px)



### FACEBOOK, INSTAGRAM VISUALS 1.080x1.080 px





### **SCREENSHOTS - NEWSLETTER**



# **VIDEOS & LIVESTREAMS**

### **VIDEO**

### **CAPTION**



### **OUTRO EVENT ANIMATED**



### **OUTRO LOGO ANIMATED**



### **LIVESTREAMS**

### INTRODUCTORY SLIDE FOR LIVESTREAMS





### PROGRAMME/SPEAKER SPECIFIC SLIDE FOR LIVESTREAMS

















# **PRINT**

### **BROCHURES**

In general, all brochures of IMC Krems follow the same minimalistic design and are thus instantly recognisable. The distinguishing factor is the colour scheme – the colour on the cover of the brochures is derived from the specific colour code of the focus area.

There is an individual folder available for each degree programme.

The brochures are produced in the language of the respective degree programme.

The so-called "booklet" is used for prospective students (distribution at fairs, school presentations) and sets out to provide an overview of the entire bachelor and master programme offer.

The brochures work with large scale image photos and have a clear standardised structure.

### **OVERVIEW IMC PROGRAMMES**

### **BACHELOR**

Duration: 3 years   6 semesters	Lang	Language	
Duration. 3 years to semesters	German	English	
Business			
Betriebswirtschaft für das Gesundheitswesen 🖬 🍱	•		
Business Administration		•	
Export-oriented Management 🖬		•	
International Wine Business		•	
Tourism and Leisure Management 💷 🍱		•	
Unternehmensführung 💷 🗷	•		
Digitalisation & Engineering			
Applied Chemistry		•	
Informatics 🖬		•	
Health			
Ergotherapie 🖬	•		
Gesundheits- und Krankenpflege 🖬	•		
Hebammen II	•		
Musiktherapie 🍱	•		
Physiotherapie 🗊	•		
Life Sciences			
Medical and Pharmaceutical Biotechnology		•	

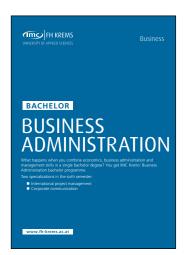
FT = full-time PT = part-time

### **MASTER**

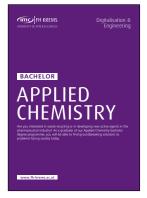
Duration: 2 years   4 semesters		uage
Duration. 2 years   4 semesters	German	English
Business		
International Business and Economic Diplomacy		•
Management 🖪	•	
Management von Gesundheitsunternehmen	•	
Marketing •		•
Umwelt- und Nachhaltigkeitsmanagement	•	
Digitalisation & Engineering		
Digital Business Innovation and Transformation		•
Health		
Advanced Nursing Practice	•	
Angewandte Gesundheitswissenschaften	•	
Musiktherapie 🔟	•	
Life Sciences		
Medical and Pharmaceutical Biotechnology 🗊		•

**FI** = full-time **PI** = part-time

### BACHELOR BROCHURES (Format: A4)



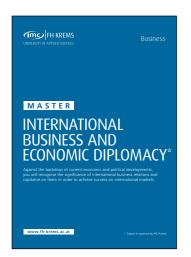








### MASTER BROCHURES (Format: A4)



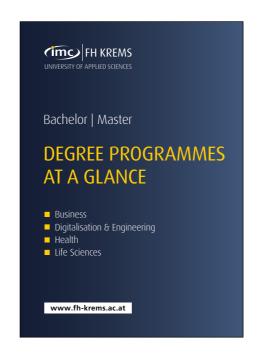








### BOOKLET – GERMAN AND ENGLISH (Format: A5)



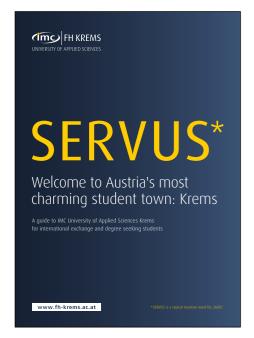


### BOOKLET FOR FAIRS – GERMAN AND ENGLISH (Format: A6)





### WELCOME GUIDE - SERVUS (Format: A4)



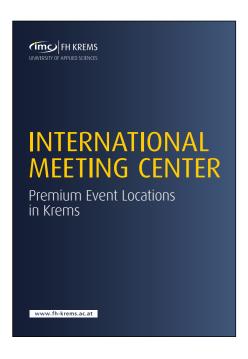


### TPP - TRANSNATIONAL PROGRAMMES AND PROJECTS (Format: A4)





### INTERNATIONAL MEETING CENTER (Format: A4)





### **INVITATIONS** (Format: closed A5)

Invitations may be designed exclusively by the Marketing & Public Relations department. They follow a clear predefined design and structure. Individualisation is only possible to a limited extent.

Invitations for general events feature a prominent yellow arrow on the cover. Invitations for events attributed to a specific focus area feature the arrow in the colour of the focus area.

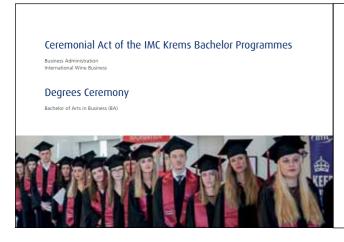
The most important information (date, time, venue, ...) is to be found on the right-hand side of the inner part of the invitation. The left-hand side may feature photos, detailed information about the agenda, information about speakers, etc.

The back of the invitation features the contact details as well as the social media bar.

### **COVER**



### **INSIDE**





### **BACK**



### IMC WINGS-MAP (Format: closed 240 x 320; open 740 x 320 mm)



# **OFFICE TEMPLATES**

### **TEMPLATES - MICROSOFT WORD**

There are three different predefined templates available for Microsoft Word. The templates are preinstalled in all Microsoft Office versions available on a processor on Campus. In addition they can be downloaded from the eDesktop: Knowledgebase – IMC Wiki – Marketing & Public Relations – Documents.

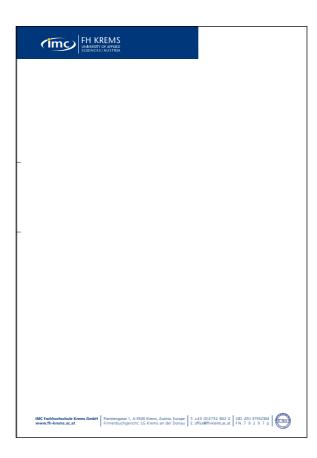
The IMC\_Report\_Vorlage\_2014 has to be used for any official report (both for internal and external purposes).

In addition, one might opt to utilise the two remaining templates IMC\_Briefe\_mit\_Adresse\_2014 and IMC\_Briefe\_ohne\_Adresse\_2014 in general communications. Rather than using the template featuring the IMC Krems letterhead it is also possible to utilise the designated IMC Krems stationary.

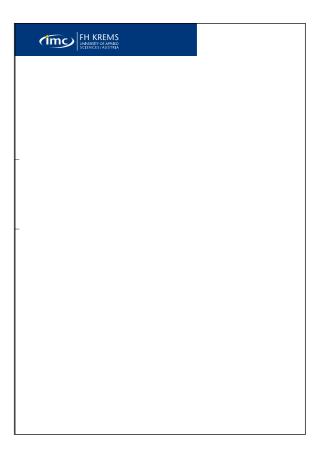
### **IMC REPORT TEMPLATE**



### **BUSINESSPAPER WITH ADRESS**



### **BUSINESSPAPER WITHOUT ADRESS**



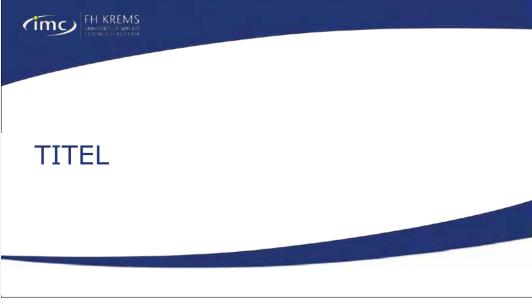
### **TEMPLATES - MICROSOFT POWER POINT**

There are two different predefined templates available for Microsoft Power Point. The templates are preinstalled in all Microsoft Office versions available on a processor on Campus. In addition they can be downloaded from the eDesktop: Knowledgebase – IMC Wiki – Marketing & Public Relations – Documents.

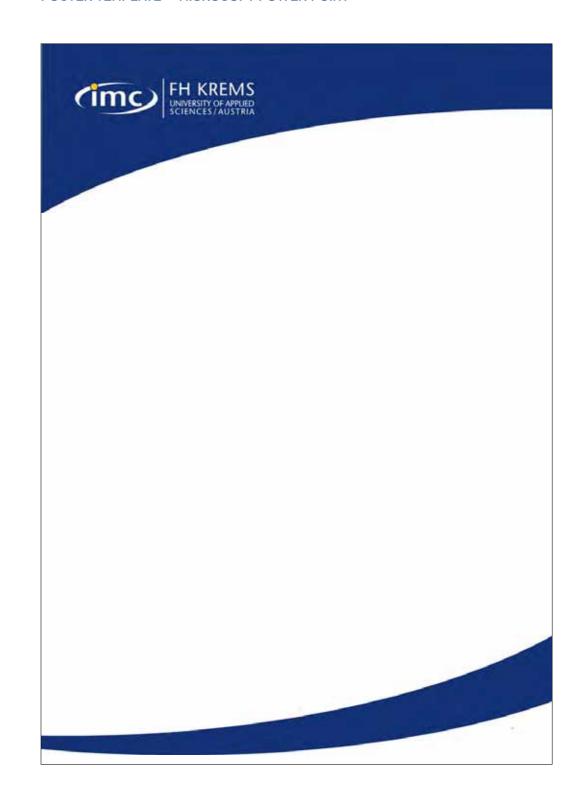
The IMC\_Präsentation\_16\_9 is the official power point template for all presentations and should be used for external and internal presentations and lectures. The template "IMC\_Praesentation\_Vorlage\_A1" can be used as a template for posters.

### SLIDES - MICROSOFT POWER POINT





### POSTER TEMPLATE - MICROSOFT POWER POINT



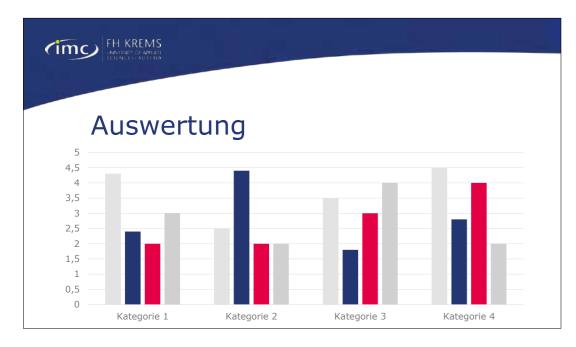
### **MICROSOFT OFFICE**

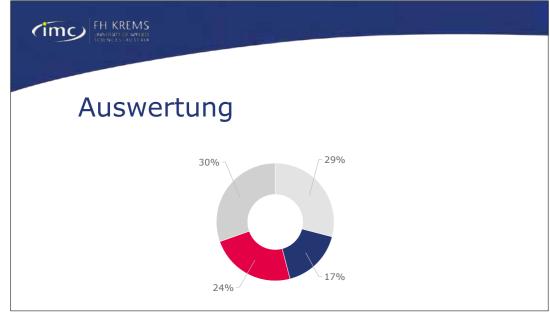
Graphs and charts are an eye-catching part in any document.

It is therefore very important to follow the colour scheme as shown in the example below.

The current official colour scheme has been preset in any Microsoft Office template provided by IMC Krems.

### **DIAGRAMMES**





### **OFFICE DOCUMENTS - PRINT**

BUSINESS CARDS (Format: 85 x 55 mm)

Business cards can only be commissioned by the Human Resources department.

The business cards feature a front side only. The design and layout of the card is standardised. The upper left corner of the business cards shows the reversed out 4c logo of IMC Krems on an "IMC Krems Blue" background. The business card also includes a QR code that allows for a direct transfer of the contact details into the contact list of the device.

The information is provided in German and English and is thus relevant both in a national and international context.



### Michaela Sabathiel

Leitung Marketing & Öffentlichkeitsarbeit Prokuristin Vertretung der Geschäftsführung

Head of Marketing and Public Relation Authorised Signator Deputy to CEO

### IMC FACHHOCHSCHULE KREMS

Piaristengasse 1 3500 Krems • Austria • Europe

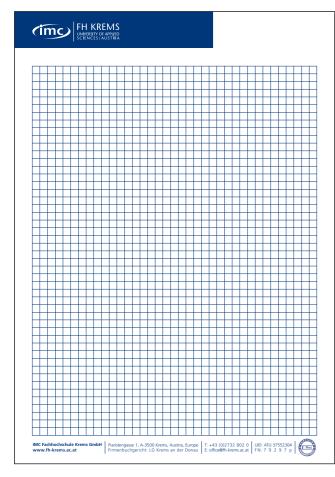
Office: IMC Campus Krems, Trakt G1 Raum 2.05

T: +43 2732 802 530 M: +43 664 8209259 E: michaela.sabathiel@fh-krems.ac.at

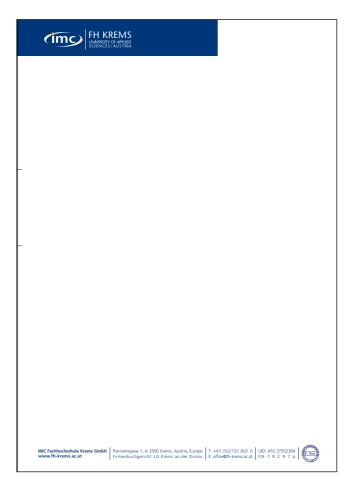
www.fh-krems.ac.at

COMPLIMENT CARDS (Format: 210 x 99 mm, 1C)

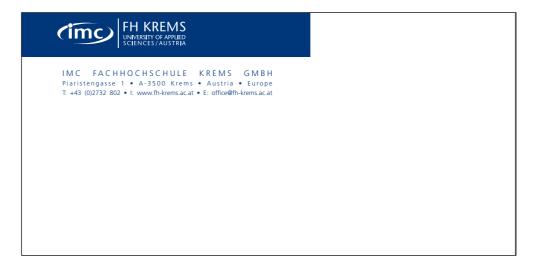


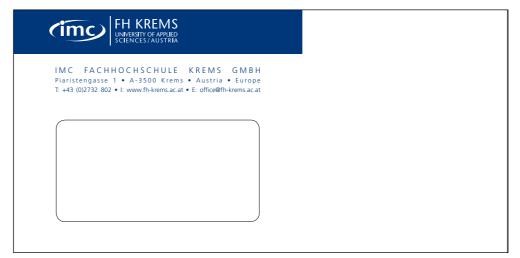






ENVELOPS LARGE (Format: C4, 1C)







(Format: 160 x 160 mm, 1C)

# **VISUALS**

### **VISUALS - OPEN HOUSE AND INFO EVENTS**

All communication about the information events (ahead of the events) as well as the guidance system at the venues show a clear and consistent design.

### **ADVERTISEMENTS**















### INVITATION CARD (Format: A5 210 x 148)



### **BRANDING & GUIDANCE SYSTEM AT OPEN HOUSE**





### FAIR DESK





### **EXHIBITION**

### WALL - GENERAL



WALL: BEST VIENNA (5 x 5 m Fläche)

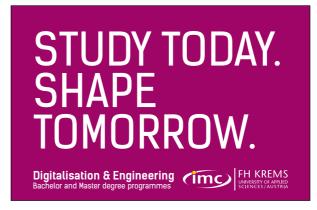


### FREE CARDS (Format: A6 148 x 105)

Free cards may be designed and commissioned by the Marketing & Public Relations department exclusively. The purpose of the free cards is to catch the attention of the viewer and provide relevant information. Free cards are handed out at external events, fairs and school visits and are available at campus. In general, free cards promote important events, the departments (Business, Health, Life Sciences, Digitalisation), or various important

aspects/unique features of IMC Krems. In addition, the Marketing & Public Relations department may decide to issue additional free cards introducing new degree programmes or projects.





Health
Bachelor and Master degree programmes

HEALTH

FH KREMS
UNIVERSITY OF APPLIED SCIENCES / AUSTRIA



(Format: A5 210 x 148)



### ROLL-UPS (Format: 850 x 2.000 mm)







ROLL UP - LED (Format: 850 x 2.200 mm)



### LIGHTBOX (Format: 1.600 x 1.800 mm)









# **MERCHANDISING**

### **MERCHANDISING**

The current line of promotional items relies heavily on the use of claims written in bold college style letters as well as the use of the IMC Krems logo.

The photo shows a selection of current merchandising items: IMC Krems hoodies, jackets, bags, backpack, cap, T-shirt, pencil, marker, pen, water bottle.

### URL IMC ONLINE SHOP: HTTP://WWW.IMCKREMS-SHOP.AT/



# GUIDING SYSTEM & IMC BUILDINGS

### **BUILDINGS**

IMC CAMPUS KREMS - WING G







IMC PIARISTENGASSE

IMC GOZZOBURG





### **GUIDANCE SYSTEM**

On campus, a warm red has been used as an accent colour on a wider scale. It contrasts well with the otherwise sleek design and colour scheme of the premises (kept in white and grey).





























### **IMC University of Applied Sciences Krems**

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