



CORPORATE STRATEGY AND COMMUNICATIONS OFFICE (COSCOMM)

SOCIAL MEDIA/ PHOTOGRAPHY/ MEDIA COVERAGE APPLICATION FORM

Tel: 03-8946 6013/6154/6129/6003

Fax: 03-89468972

www.coscomm.upm.edu.my

Rules and Regulation for Social Media/Photo/ Media Coverage application

1. This application form has to be submitted one week before the program started within five working days.
2. Types of coverage and coverage approval will be determined by CoSComm.
3. This application form has to be verified by the Head of Office.
4. This application form has to be submitted along with the soft copy mentioned in subject no. 8.
5. Incomplete application form will be returned back to the owner.

A. Tick the required coverage.

<input type="checkbox"/>
<input type="checkbox"/>

Outside Media Coverage

Inside Media Coverage

<input type="checkbox"/>
<input type="checkbox"/>

Photography Coverage

Social Media Coverage

B. Applicant details.

1. Name:
2. Position:
3. College/Office:
4. E-mail:
5. Phone number:
6. Office number:
7. Fax number:
8. Club/Organisation :

C. Programme/ Project/ Activity details.

1. Name of Programme/ Project/ Activity (Do not write appendix)
.....
.....
2. Date/Day/Time:
3. Venue:.....
.....
4. Name of VVIP/VIP (**Name and Position**)
i.

ii.

5. Programme’s Objective/ Synopsis of the Program/ Programme’s Brief Information (Do not write appendix)

(Write at least 50 words in Malay and English for Malay and English media requirements).

Malay :
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English :
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- 6. Tentative of event/programme/activity. **Please attach a copy.**
- 7. Paperwork/ Report/ VIP Speech Text: **Please attach a copy.**
- 8. Brochure/ Programme Book/ Poster : **Please attach a copy.**
- 9. **Email the *soft copy* of the brochure/Programme Book/Poster to nizam.nuri@gmail.com**
- 10. Media statement draft: **Attach together Media Statement Draft especially the programme/activity that is in the form of conference or seminar (If related, please refer to attachment A)**

ATTENTION: APPLICATION WILL NOT BE PROCESSED WITHOUT ATTACHMENT OF SUBJECT NO 6,7,8 & 9)

D. Other Publicity Requirements (Please ✓ the related space)

Website Coverage

- UPM’s Online Bulletin
- UPM’s Bunting Website
- UPM’s Slider Website

Social Media Coverage

- UPM’s Facebook
- UPM’s Twitter
- UPM’s Google Plus

E. Verification from Head of the Office (PTJ)

Application :

APPROVED

DISAPPROVED

Signatured by,

.....
Name:
Position:
Date:

.....
(Official Stamp)

F. CoSComm's Feedback

Application:

APPROVED

DISAPPROVED

Officer that will be in charged in this program is

..... (Officer's Name)

The approved application should be as follows:

Outside media coverage

Photography coverage

Inside media coverage

Social Media Coverage

Signatured by,

.....
Name:
Position:
Date:

.....
(Official Stamp)

Kemaskini pada 16 Disember 2014

Notification regarding the program / activity that will be having difficulty in getting outside media coverage

- Conference and Seminar programme.**
- Programme on Saturday**
- Programme during night**
- Programme that is not attended by any minister.**
- Programme clashes with other programme in UPM (please check the date with CoSComm so that the program does not clashes with other programmes by contacting Pn. Rogayah Md. Yasin at 03-8946014).**