





MEDIA SERVICES

Prepared By:-	Approved By:-
	
Name : Roslan Rusly	Name : Shahrizad binti Sa-idul Haj
Position : Senior Assistant Director Office for Communication Advocacy and Promotion	Position : Director Office for Communication Advocacy and Promotion
Date : 14/8/2024	Date : 14/8/2024

1.0 OBJECTIVE

The purpose of this document is to ensure that the media services i.e. invitation to the media to cover IIUM events and the media coverage are efficiently managed to meet customer's satisfaction.

2.0 SCOPE

The procedure covers the following activities:

2.1 Sending Note to Editor (NTE)

2.2 Media Coverage

3.0 ACCOUNTABILITY

4.0 ABBREVIATION

3.1	SAD	: Senior Assistant Director
3.2	AA	: Administrative Assistant
3.3	OCAP	: Office for Communication, Advocacy and Promotion
3.4	K/C/D/I/O	: Kulliyah/Centre/Division/Institute/Office

5.0 REFERENCE

-NA-

6.0 RECORD RETENTION PERIOD

7.0 PROCESS FLOW

