



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Garden of Knowledge and Virtue

LEADING THE WAY
KHALIFAH · AMĀNAH · IQRA' · RAHMATAN LIL-ĀLAMĪN
LEADING THE WORLD



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AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION(OCAP),
Level 2, Muhamad Abdul-Rauf Building,
International Islamic University Malaysia,
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6421 4157 Fax: 603 – 6421 4156 E-mail: corporatecomm@iiu.edu.my

MEDIA COVERAGE FORM

GUIDELINES FOR APPLICATION OF MEDIA COVERAGE

1. All applications must be submitted to OCAP at least **two weeks** before the actual event;
2. The application form must be **approved** by Dean/Deputy Dean/Director/Deputy Director/ Assistant Director;
3. Please submit the **soft copy** through e-mail AND hard copy to OCAP;
4. **Please attach** the programme details i.e Programme Schedule, Proposal Paper, List of VIPs & etc.;
5. **Any incomplete application form will be returned to the applicant/organizer.**
6. Any request for media-related services from OCAP made over the phone without the required paperwork, including from a senior officer, will not be entertained.

A. APPLICANT DETAILS

Title of Programme	
Date & Time of Programme	
Venue	
Name of VIP/VVI	
Contact person & Designation	
Organizer /K/C/D/I/O	
Email:	
Office No./HP No.	
Fax No.	
Programme description in English <i>(If space is insufficient, please use attachment)</i>	
Programme description in Malay <i>(If space is insufficient, please use attachment)</i>	

Please attach the following document :		Please Tick(√)
1.	Finale programme Schedule(Overall)	
2.	Finale Programme Schedule(Opening Ceremony)	
3.	Approval of Proposal/Working paper	
4.	Programme Book	
5.	Others	

Check list of hospitality for Media (Arranged by Organizer):

1.	Location for press conference	
2.	Parking for Media	
3.	Seats for Media	
4.	Goody bags/doorgift/Press Kit	
5.	Refreshment for Media- Pre Set Meal	
6.	Others	

NOTE :

- **OCAP will make every effort to invite the media if it is warranted, OCAP makes no guarantee the media will attend the proposed programme.**
- **OCAP has the final say whether a programme is tv/radio newsworthy or otherwise.**
- **NO RSVP for Media.**
- **OCAP reserves the right to decline from rendering any assistance or services (including mid-way) if the programme is deemed detrimental or in contradiction to the preservation of the good name and reputation of IIUM and its community.**

B. APPROVAL

I hereby approve the above request:

.....

Name :

Date:

(Dean/Deputy Dean/Director/Deputy Director/Assistant Director of K/C/D/I/O

OFFICE USE ONLY

APPROVAL FROM OCAP:

I approve / do not approve this application:

.....

Officer In Charge

Date:

Official Stamp: