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@iium.edu.my

A.	REQUEST FOR e-ANNOUNCEMENT

DATE OF REQUEST:

REQUESTER DETAILS:

Name		Staff/Student No	
K/C/D/I/O			
Contact No.	**HP**	**Office**	**E-mail**

EVENT DETAILS

					Date Start:	
Name of Event						
Organizer					Date End:	
Level of Event	International	National	State	University	K/C/D/I/O	
Medium	Digital Billboard		IIUM Website (News Flash)		IIUM Web Banner	
Url (if any)						
Other Information						

Very important note:
Please attach the approved artworks (1024 x 768 pixel, JPG or PNG format for Billboard & News Flash; 1000 x 300 pixel for Web Banner).
Attached the hardcopy with this form and send the softcopy to corporatecomm@iium.edu.my. Only completed form will be entertained

APPROVAL

I hereby approve the above request and its artwork:

....   Date : ....
Signature and Official Stamp
(Dean/Deputy Dean/ Director/ Deputy Director/ Assistant Director of KCDIO)

_____

B. OFFICE USE ONLY

Complete		Late		Date received	

C. OCAP Officer's Approval

I hereby approve/ disapprove this application:

REMARK: …………………………

....   …………………………
Officer in Charge, OCAP

D.   Task List

- Web-News Flash   [   ]
- Web-Banner   [   ]
- BillBoard   [   ]

Date: _____

Sign: _____

[   ] Done!

GUIDELINES FOR APPLICATION OF E-ANNOUNCEMENT

1. Fill in the information in Area A legibly and completely.

2. Only original application form will be accepted. Send completed form to OCAP main office at Level 2, Rectory Building.

3. Banner/artwork shall be produced by KCDIO's or organizer according to the following specifications: Size: 1024 x 768 pixel for billboard & news flash or 1000 x 300 pixel for banner Format: JPEG, PNG. Artwork templates are available online at OCAP website.

4. Submit completed form to OCAP at least *7 working day*s before the event; OCAP reserved the right to reject late applications.

5. For KCDIOs programme, the application forms must be approved by Dean/Deputy Dean/ Director/ Deputy Director/ Assistant Director;

6. For students societies' programme, the application form must be approved by Director of STADD and 'Letter of Approval' for the programme must be attached;

7. Any incomplete application form will be returned to the applicant.

8. OCAP approval typically takes **3 – 5 business days**.

DISCLAIMER

OCAP reserves its rights to approve or reject any application; with or without providing any reason; nor required to inform requestor. Further, OCAP have the right to determine the length of display time for the artwork as it seems fit.

OCAP shall not be held liable or responsible for the topicality, correctness, completeness or quality of the information provided. Liability claims regarding damage caused by the use of any information provided, or lack of thereof, including any kind of information which is incomplete or incorrect, will not be entertained.