



Office for Communication, Advocacy & Promotion for Change (OCAP) Level 2, Rectory Building,
International Islamic University Malaysia,
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6196 4157 /5455 Fax: 603 – 6196 4156 E-mail: occmserve@iium.edu.my

A. REQUEST FOR e-ANNOUNCEMENT

REQUESTER DETAILS:

DATE OF REQUEST:

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

EVENT DETAILS

| | | | | | | |
|-------------------|-------------------|----------|---------------------------|------------|-----------------|--|
| Name of Event | | | | | Date Start: | |
| 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. OCCM Officer's Approval

I hereby approve/ disapprove this application:

REMARK:

.....
Officer in Charge, OCCM

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 OCCM 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 OCCM website.
4. Submit completed form to OCCM at least **7 working days** before the event; OCCM 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. OCCM approval typically takes **3 – 5 business days**.

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| DISCLAIMER |
|-------------------|

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

OCCM 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.