



Center of Public Affairs, Office of Administrative Affairs Public Relations Reception Assistance Request Form

※ Please send a hard copy of your request **one week before** the event and email the request and related documents in electronic format to the designated person in the Center of Public Affairs (subject line: Request for Public Relations Reception). Additionally, please communicate your needs via phone conversation to facilitate further arrangements.

Event Title					
Event Date		Event Venue		Contact Unit	
Processing Clerk		Telephone		Email	
Support Request	☐ Campus journalists ※ We will make the best effort to help arrange campus reporters for news coverage. In case the reporters are not available due to class schedule conflicts or for other reasons, we will respond to the applying unit two days prior to the event at the latest. If you require assistance with publication on the NTNU News website, please email post-event coverage, pictures, and illustrations directly to Mr. Hu or Ms. Lin.				
	☐ Smile ambassador services Number of people required: _____ Reception for: _____ Number of people at reception: _____ For: ☐ Reception ☐ Gift presentation ☐ Ribbon-cutting ceremony ☐ Signing of contract ☐ Award ceremony ☐ Campus tour (Chinese, English) ☐ Other: _____ ☐ Attendance at the rehearsal required (Date: _____ Time: _____ to _____) Attachments: ☐ Guest list ☐ Itinerary of campus visit ☐ Other: _____				
Resources Provided by the Organizing Unit	☐ Meal ☐ Part-time work hours ☐ Other _____		Other Information		
Processing Clerk of the Applying Unit		Signature/Seal of the Unit Director		Signature/Seal of the Dean or Director of the First-level Administrative Unit	

※ Campus journalist interviews: Jing Lin, Extension 5747; jing1@ntnu.edu.tw

Smile ambassador services: Chih-Ping Chung, Extension 7983; chihipingchung1130@ntnu.edu.tw

※ For important events and activities with positive media relations, **if press releases or a co-organized press conference is required**, please fill out the Press Release Assistance Request Form. Please contact Shih-Tse Hu, Extension 1040; abow722@ntnu.edu.tw for further assistance.

※ **If you wish to publish campus announcements or publicize events**, please log in to the NTNU Information Portal (<http://portal.ntnu.edu.tw/ntnu/>), and click **Applications** to access the **Homepage Campus Activity Announcement System** to post event previews and campus announcements. This will allow faculty and students to see the information directly on the NTNU homepage. The Public Affairs Center will compile these announcements into the NTNU Weekly and distribute it to the entire faculty and student body at the end of each week.

Outcome (To be filled out by staff of the Center of Public Affairs)



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Recommended Action	Accepted Request:			Reasons for Unaccepted Request:	
	☐ Campus journalist interview ☐ Press release/interview invitation ☐ Co-organized press conference ☐ Smile ambassador services ☐ Other: _____			☐ Application submitted after the deadline ☐ The event is of a commercial nature or potentially controversial ☐ No longer effective for promotion ☐ Other _____	
Processing Clerk		Unit Director		Secretary General	

Updated on 2022/08/26