



Center of Public Affairs, Office of Administrative Affairs
Press Release Assistance Request Form

Event Title	※ 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 Press Release). Additionally, please communicate your needs via phone conversation to facilitate further arrangements.				
Event Date	YYYY/MM/DD	Event Venue		Contact Unit	
Processing Clerk		Telephone		Email	
Brief Content Description					
Support Request	☐ Interview notification/Press release ☐ Co-organized press conference ※ For important events and activities that are assessed to have positive media relations benefits, please refer to the sample templates for interview invitations and press releases. After approval from the unit director (must be completed one week before the event), the Center of Public Affairs will assist in proofreading the press release. In accordance with standard administrative procedures, upon approval by the Executive Vice President, the Center of Public Affairs will contact and distribute the press release to external media outlets (please also provide detailed event procedures, a list of participants, and a transcript of the speech, if any).				
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	

※ Press Releases and Co-organized Press Conferences: Shih-Tse Hu, Extension 1040; abow722@ntnu.edu.tw

※ **To invite campus reporters for interviews or request for the NTNU SMILE Ambassador Services**, please fill out the Public Relations Reception Support Form separately. For campus reporter interviews, please contact Jing Lin, Extension 5747; jingl@ntnu.edu.tw. For NTNU SMILE Ambassador Services, please contact Chih-Ping Chung, Extension 7983; chihpingchung1130@ntnu.edu.tw.

※ **If you wish to publish campus announcements or publicize events**, please log in to the NTNU Information Portal (<http://portal.ntnu.edu.tw/ntnu/>), 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 Center of Public Affairs will compile these announcements into the NTNU Weekly and distribute it to the entire faculty and student body at the end of each week.



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

Recommended Action	Accepted Requests		Rejected Requests (reasons)	
	☐ Media interview invitation ☐ Press release ☐ Co-organized press conference ☐ 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			Executive Vice President	

Updated on 2022/08/26