

Date/No.: _____

National Taiwan Normal University
Center of Public Affairs, Office of Administrative Affairs
Application for Important Announcements

Updated on November 17, 2021

Application Unit:			
Title (30-word limit in Chinese and English;):			
Category:	☐ 1. Emergency or contingency (water or power outages, network disruptions, road closures, epidemics, etc.) ☐ 2. Significant event concerning all students and faculty (course selection, withdrawals, evaluation surveys, etc.) ☐ 3. Key administrative measure ☐ 4. Speech by distinguished figure (Nobel laureates, academicians, top executives of major corporations, government officials)		
Intended Recipients (Select all that apply):	☐ All students (in bachelor's, master's, and doctoral programs) ☐ Staff ☐ Faculty		
Content (in Chinese and English) Message Format: Plain text with the option to include hyperlinks; HTML is only accepted under special circumstances.	※Please post promotional images in the Campus Activities announcement system on the NTNU homepage with text description in the event preview webpage.		
Signature/Seal of Processing Clerk		Extension No.	
Signature/Seal of Director		Signature/Seal of Top-Level Director	

Review Results (by the Center of Public Affairs, Office of Administrative Affairs)

Review Comments:	☐ Approved for immediate delivery ☐ Combine with administrative announcements and weekly schedule of activities, speeches, and seminars		
Processing Clerk		Unit Director	

Note: Center of Public Affairs Processing Clerk: Chih-Ping Chung (chihpingchung1130@ntnu.edu.tw #7983). Please submit a written application at least 5 days in advance with the attached file emailed to the Processing Clerk. Please indicate the topic within 20 words in the subject line and the intended recipients in the body text.