

National Taiwan Normal University

Description of Internal Message Delivery Channels

The following is a description of internal message delivery channels:

1. Event notices and announcements by administrative units on the official website

Campus Activity Plaza: <https://pr.ntnu.edu.tw/chirpy/index.php>

Intended recipients: No restrictions, for everyone

Application method: (Administrative staff) Log in to the NTNU Information Portal, go to **Applications** and click on **NTNU Homepage Campus Activity Announcements** to publish the announcement.

Message format: Promotional posters and text description.

Recommended for: General announcements for academic lectures, seminars, event information, courses, administrative measures, campus facilities, or opinion surveys.

2. NTNU e-News System Service

<https://ap.itc.ntnu.edu.tw/ePaper>

Intended recipients: Subscribers

Application method: Fill out the e-News System application form.

Message format: HTML webpages with visually appealing documents.

Recommended for: Messages targeting specific individuals or groups (e.g., administrative unit newsletters), academic lectures, or department announcements.

Notes:

- (1) For the inaugural issue of each e-newspaper, the Center of Public Affairs will email a message to all NTNU students and faculty to encourage interested individuals to subscribe online.
- (2) The e-News System administrator can import subscriber lists and perform management tasks including adding, deleting, and modifying at any time.
- (3) Except for the inaugural issue, subscriptions are non-compulsory. General users can decide whether to subscribe or unsubscribe.

3. Administrative announcements and weekly schedule of activities, speeches, and seminars

Intended recipients: All NTNU faculty, staff, and students, sent every Monday morning.

Application method: (Administrative staff) Log in to the NTNU Information Portal, go to **Applications**, and click on **NTNU Homepage Campus Activity Announcements** to publish the announcement.

Message format: Compilation of material into an HTML webpage table.

Recommended for: General announcements including academic lectures or seminars, event information, courses or administrative measures, campus facilities, or opinion surveys.

4. Important announcements sent on behalf of various units

Intended recipients: Faculty, staff, and all students (bachelor's, master's, or doctoral degree programs; limited to NTNU email users)

Application method: Download the form published by the Center of Public Affairs, Office of Administrative Affairs at http://pr.ntnu.edu.tw/download/index.php?type_id=24 and email the electronic file and a hard copy back to the Center's staff.

Message format: Plain text (both Chinese and English messages for foreign faculty and students); hyperlinks may be included, but HTML is only accepted in special circumstances.

Recommended for:

- (1) Emergency or contingency (water or power outages, network disruptions, road closures, epidemics, etc.)
- (2) A significant event concerning all NTNU students and faculty (course selection or withdrawals, evaluation surveys, graduation ceremony, dormitory applications, military service, etc.); please note that messages shall not be sent repeatedly.
- (3) A key administrative measure (explanations of major policies by the President, Executive Vice President, Office of Academic Affairs, Office of Student Affairs, Office of General Affairs, etc.)
- (4) Speech by a distinguished figure (Nobel laureates, academicians, top executives of major corporations, government officials, etc.)

Notes:

- (1) This type of message is sent to all NTNU students and faculty, but users are free to unsubscribe.
- (2) To avoid inconveniences, the Center of Public Affairs will strictly review messages to prevent excessive distribution.
- (3) Please compile all activities sent through this channel into one single message on a quarterly basis. The Center of Public Affairs will review their nature and number of activities, number of participants, and other factors.
- (4) General, time-sensitive, or activities with a small audience to be published on the official website or included in administrative announcements or the weekly schedule of activities, speeches, and seminars for distribution.

5. News items on the official NTNU website

<https://pr.ntnu.edu.tw/ntnunews/index.php>

Intended recipients: No restrictions, for everyone

Application method: Prepare texts, photos, or graphics, read submission guidelines, and fill out the online form at

https://pr.ntnu.edu.tw/contact_us

Message format: Descriptions and photos provided after the event.

Recommended for: Research findings and outstanding accomplishments, conferences, teaching achievements, cooperation agreements, exclusive interviews, campus activities, etc. This channel is for publicizing notable feats of NTNU members.