

Bahasa Inggeris/ English:

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7. Aturacara Majlis / Program / Aktiviti: **Sila Lampirkan**
Event / Programme / Activity Schedule: **Please attach**
8. Kertas Kerja / Laporan / Teks Ucapan VIP: **Sila Lampirkan**
Working Paper / Report / VIP Speech Text: **Please attach**
9. Brosur / Buku Program / Poster: **Sila Lampirkan**
Brochure / Programme Book / Poster: **Please attach**
10. E-maillkan **softcopy brosur / buku program / poster** kepada: **pkk@umk.edu.my**
Please email the soft copy of the brochure / programme book / poster to: **pkk@umk.edu.my**
11. Draf kenyataan media: **Lampirkan draf kenyataan media terutama program/aktiviti berbentuk persidangan atau seminar.**
(Sila rujuk contoh lampiran A)
Media Statement Draft: **Please attach a draft media statement, especially for conferences or seminars.**
(Refer to Example – Appendix A)

PERHATIAN: KETIADAAN PERKARA NO 6,7,8& 9 MENYEBABKAN PERMOHONAN TIDAK DAPAT DIPROSES
ATTENTION: THE ABSENCE OF ITEMS NO. 6, 7, 8 AND 9 WILL RESULT IN THIS APPLICATION NOT BEING PROCESSED

D. Lain-lain Keperluan Publisiti (sila tandakan ✓ pada ruang berkenaan)/ Other Publicity Requirements (Please tick (✓) where applicable)

Liputan Laman Web/ Website Coverage

Ad Banner Website UMK

Buletin Website UMK

Liputan Media Sosial/ Social Media Coverage

Facebook UMK

Twitter UMK

Youtube

Instagram UMK

E. Pengesahan Ketua Pusat Tanggungjawab (PTj) / Fakulti / Pusat Kecemerlangan/ Verification By Head Of Responsibility Centre (PTj) / Faculty / Centre Of Excellence

Permohonan/ Application

DISOKONG/ SUPPORTED

TIDAK SOKONG/ NOT SUPPORTED

Sekian, terima kasih/ Thank you.

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(Cop Rasmi/ Official Stamp)

Nama/ Name:

Jawatan/ Position:

Tarikh/ Date:

F. Maklum Balas Pusat Komunikasi Korporat/ Feedback From The Corporate Communication Centre (PKK)

Permohonan/ Application

DILULUSKAN/ APPROVED

TIDAK DILULUSKAN/ NOT APPROVED

Pegawai/Staf yang akan mengambil tindakan untuk program/projek/aktiviti ini ialah:

Officers / Staff Assigned to Handle This Programme / Project / Activity:

- 1.
- 2.
- 3.

Permohonan yang diluluskan adalah seperti berikut/ The approved application is as follows:

Liputan Media Luar/ External Media Coverage

Liputan Fotografi/ Photography Coverage

Liputan Media Dalaman/ Internal Media Coverage

Liputan Media Sosial/ Media Social Coverage

Sekian, terima kasih/ Thank you.

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(Nama Pegawai/ Officer's Name)

Nama/ Name:

Jawatan/ Position:

Tarikh/ Date:

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(Cop Rasmi/ Official Stamp)

Makluman berkenaan program/aktiviti yang sukar mendapat liputan media luar/ Information on programs / activities that may have limited external media coverage:

- ❖ Program berbentuk persidangan dan seminar./ Conference and seminar-type programs.
- ❖ Program yang diadakan pada hari Jumaat / Sabtu./ Program held on Friday or Saturday.
- ❖ Program yang diadakan pada sebelah petang / malam./ Programs conducted in the afternoon or at night.
- ❖ Program yang tidak dihadiri oleh Menteri / Timbalan Menteri / VIP yang ternama./ Programs not attended by Ministers, Deputy Ministers, or notable VIPs.
- ❖ Program yang bertindih dengan program lain di UMK (mohon semakan tarikh dengan Pusat Komunikasi Korporat agar program/aktiviti tidak bertindih dengan menghubungi pejabat)/ Programs that coincide with other UMK events (please confirm the date with the Corporate Communication Centre to avoid any scheduling conflict by contacting the office).