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| **Organizer**  (Rectorate, Faculty, Department, etc.): |  |
| **Event Title and Type** (Conference, Seminar, Competition): | Provide the title and type of the event here. |
| **Event Topic**  (Description, slogan, information text, etc.): |  |
| **Event Language:** | The language of the event presentation must be clearly indicated (Turkish, German or English). All accompanying information must be submitted in the same language. |
| **Event Date and Time:** |  |
| **Has the venue been reserved?** | Yes  No |
| **Venue of the Event:** | If the event will be held online, please provide the link here. |
| **Name, Surname and Title of the Speaker:** | * The academic title and position at the institution/company of the speaker(s must be confirmed and accurately entered into the form. * Please specify whether the speaker’s university or company logo should appear on the poster. If so, this logo must be requested from the speaker or the relevant institution and sent via email. * Speaker photo must be approved by the speaker and be in high resolution. |
| **Responsible Contact Person for the Organization:**  This person or department’s email address must be provided for potential revisions or correspondence. | Name: |
| Phone: |
| E-Mail: |
| **Is the event open to external participants?** | Yes  No |

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| **REQUESTS RELATED TO THE EVENT** | |
| Poster Design | * Event-related requests must be submitted at least **two weeks prior to the event** via this form, along with the high-resolution visual(s) to be used. Late requests will be processed depending on the workload of the Coordination Office. * **Important:** To expedite the approval process, it is necessary to submit all related materials such as poster visuals, event program, and list of speakers. * The request must be sent to the Coordination Office via email (basin@tau.edu.tr), and the relevant approving authority (Dean/Director/Unit Head) must be included in CC of the email. * Visuals to be used in the poster must be sent via email together with the completed request form to: **basin@tau.edu.tr** |
| **Certificate of Appreciation Design** (Participation, Congratulatory): | * You can access the editable versions of the Certificate of Appreciation and Certificate of Participation designs through the [Press Kit](https://pr.tau.edu.tr/press-kit) section on the Communication Office website, and customize the documents as you wish. |
| **Web Upcoming Events:** | * To have your event featured in the "Upcoming Events" section on the TAU homepage, you must first contact your Faculty/Unit Web Editor and publish the event poster on your own web page. ([How to submit an event](https://3fcampus.tau.edu.tr/uploads/cms/pr.tau/J3R4snmF9m.pdf)?) * The content must be entered in three languages: Turkish, English, and German. * In order for your event to be shared on the TAU homepage, you need to select the TAU Homepage as the publishing option and submit a request. * It is important that the event's date, time, location, and participation details are clearly stated in the announcement for the "Upcoming Events" section on the website. |
| **Social Media** | * Social media announcements will be posted after the poster is approved, via the university's official accounts (X, Instagram, LinkedIn, Facebook). * Faculties and departments are expected to also share the poster via their own official channels. Hashtags and tags must be used correctly (official TAU hashtags: **#türkischdeutscheuniversität #ayrıcalıklıbirdevletüniversitesi**). |
| **Photography** | To receive photos after the event, send a request to **basin@tau.edu.tr**. Photos will be shared with the requesting party via Google Drive link. |
| **Homepage News** | * Programs approved by the Rectorate may be featured on the university homepage. Send news text and photographs accordingly. * The announcement is first published on the related faculty/unit webpage and then on the TAU homepage via the Web Editor. |
| **Other Requests:** | Additional information required for the event can be written in this section.(You can download the name tag design from [here](https://pr.tau.edu.tr/press-kit).) |

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| Details of the Unit Manager who approved the event: | |
| Name and Surname: |  |
| Title (Dean / Director): |  |

**For all questions, please contact: iletisim@tau.edu.tr**

**THANK YOU.**