**PUBLIC RELATIONS OFFICE**

**Fill in the template below i.c.w event organised**

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| --- |
| **Talk/Public Lecture/Workshop/CPD/Sports News/Course/ Activity** |
| **On “……………………………………………………………………………….."**  |
| **By****…………………………………………………………………………………………………………...** |
| **Date : ….. …………… ……….** *(date, month, year)***Time : …h….****Venue : ……….** |
| **Organised by: ………………………………………………………………………………. UoM****Contact Person: ………….., ……………..,** **……………………………….***(name,phone num and email add)***For more information, please see attached** |