Conference page guide

Email completed form to

Topic Able to describe the event	
Subtopic Further description of conference	
Date(s)	
Venue	
Registration details	
Fees	
Contact person(s)	

Content

About the conference Introduction	
Conference topics / speakers Further details	
Conference audience Further details	
Conference essentials i.e. Location map, accommodation, programme, committees,	

brochures/flyers	
Sponsorship (if any)	
Conference guides (if any)	

Social media

Twitter (140 characters) 140-character message, excellent way to draw followers' attention to news and events across the University, include relevant links if necessary	
Facebook Though aimed primarily at current students, the University Facebook page numbers staff, alumni, prospective students and the general public amongst its rapidly-growing group of fans. If not provided, same message as Twitter's will be used	
Others Blogs, YouTube, etc.	

Images

Images (if any) Image to be used as the header, Image(s) to be included within the content. For images from the Image Bank, please provide the image number(s). For images exceeding the size limit, please email Nadiah.Marzuki@nottingham.edu.my	