



EVENT AND GRAPHICAL JOB REQUEST FORM

Date of Application :/...../.....

Date of Job Delivery :/...../.....

Design Period is AT LEAST 3 WEEKS from the date of application.

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|--------------------------------|-------------------|-------------------------------|-------------------|----------|-------|
| Name of Event : (TR/ENG) | | | | | |
| Unit Implementing the Event : | | | | | |
| Contact Person for the Event : | | | | | |
| Extension Phone No : | | Mobile Phone : | | E-mail : | |
| Date of Event Commencement : |/...../..... | Date of Event Completion : |/...../..... | | |
| Starting Time of the Event: | : | Finishing Time of the Event : | : | | |

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|----------------------|--------------------------|---------------------|--------------------------|---------------------|--------------------------|-------|--------------------------|
| Place of the Event : | | | | | | | |
| Conference Room | <input type="checkbox"/> | Mini Movie Theater | <input type="checkbox"/> | 1stFloor Room No110 | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Foyer Area | <input type="checkbox"/> | Floor Z,Room No.010 | <input type="checkbox"/> | Senate Meeting Room | <input type="checkbox"/> | | <input type="checkbox"/> |

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|-----------------|--------------------------|-----------|--------------------------|------------|--------------------------|------------------|--------------------------|-------|--------------------------|
| Type of Event : | | | | | | | | | |
| Conference | <input type="checkbox"/> | Symposium | <input type="checkbox"/> | Exhibition | <input type="checkbox"/> | Ceremony | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Panel | <input type="checkbox"/> | Seminary | <input type="checkbox"/> | Concert | <input type="checkbox"/> | Press Conference | <input type="checkbox"/> | | <input type="checkbox"/> |

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|----------------|-------|---------|-------|---------------|-------|
| Speaker's : | | | | | |
| Name-Surname : | | Title : | | Topic Title : | |
| Name-Surname : | | Title : | | Topic Title : | |
| Name-Surname : | | Title : | | Topic Title : | |
| Name-Surname : | | Title : | | Topic Title : | |

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|---|-----------------------|----------|-------|---|--------------------------|------------------------------|----------|-------|
| Published Job Design : | | | | | | | | |
| Public Relations Promotion & Marketing Directorate | | | | | | | | |
| <input type="checkbox"/> | Published Poster | Number : | | Baskı Ölçüsü: | <input type="checkbox"/> | Certificate of Attendance | Number : | |
| <input type="checkbox"/> | Digital Screen Poster | | |  | <input type="checkbox"/> | Certificate of Participation | Number : | |
| <input type="checkbox"/> | Invitation | Number : | | Lütfen işaretleyiniz. | <input type="checkbox"/> | Visiting Card | Number : | |
| <input type="checkbox"/> | Program/Leaflet | Number : | | | <input type="checkbox"/> | Canvass | Number : | |
| <input type="checkbox"/> | Collar Name Tag | Number : | | | <input type="checkbox"/> | Quantity | Number : | |

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| Technical and Administrative Requests for the Area Where the Event Will Take Place | |
| Directorate | Media Center Directorate |
| <input type="checkbox"/> Computer (for the conference room) | <input type="checkbox"/> Announcement on the Digital Screens |
| <input type="checkbox"/> Handheld Number : | * please contact via medya.merkezi@yasar.edu.tr for video recording and live broadcasting over Internet. |
| <input type="checkbox"/> Table Microphone Number : | Public Relations Promotion & Marketing Directorate |
| <input type="checkbox"/> Collar Microphone Number : | * Please contact via seckin.ozdemir@yasar.edu.tr in order to announce the event on the social media. |
| <input type="checkbox"/> Headset Microphone Number : | Other Requests |
| <input type="checkbox"/> Other | |
| Information Processing Directorate | |
| <input type="checkbox"/> Announcing the Event on the Access Site | |

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| Event's Entry Information to the Joint Database of Higher Education Institution: | |
| * Mandatory information required for YÖKSİS, an announcement system that has been used by all universities | |
| Public Relations Promotion & Marketing Directorate | |
| Main Field of the Event | Participant Profile <input type="checkbox"/> Everyone of Interest |
| Key Words | <input type="checkbox"/> Only the Invited Persons |
| Access Site | <input type="checkbox"/> Instructors |