**Communications and External Affairs
Media Request Form**

Please complete the form with as much detail as possible and return to comms.office@qub.ac.uk A Communications Officer will review to assess the best approach for promotion.

If the story has a strong news angle, a Communications Officer will draft a press release to be approved by you and any relevant partners. The press release will be scheduled for release on a mutually agreed date.

The academic lead mentioned in the press release must provide a mobile number and be available for media interviews on the day that the release is issued. Please note that these requests can be short notice and it is important to identify in advance any time slots that do not suit so that we can manage expectations.

Please notify the Communications Officer if you would like media training in anticipation of any media inquiries or interview requests following the distribution of the press release.

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| **Name & job title:** |  |
| **Mobile phone number, email address and social media handle:** |  |
| **What is your story about?****Who** is involved?**What** is the story about? What happened / will happen?**When** did/will it happen?**Where** did/will it happen?**Why** is it important that the public are informed of this / is this relevant to the public? |  |
| **What is the impact of your research / work? What difference has or will it make on society?** |  |
| **Please attach a high resolution jpeg image that illustrates what the story is about. A good image can be the difference between a story being picked up by media or not.**  |  |
| **Please list opposite details of any partners or funders that need to be included in the release** |  |
| **Please list any deadlines or embargoes we need to be aware of:** |  |

A Communications Officer will be in touch as soon as possible to discuss the next steps.