**NEWS FORM**

**Institute of Plantation Studies (IKP)**

Universiti Putra Malaysia

03-9769 1044

*ikp@upm.edu.my*

Tajuk :

Tarikh :

Masa :

Tempat :

Berita :

Title :

Date :

Time :

Venue :

Content :

**NOTES:**

− Please email to ***ainzubaidah@upm.edu.my*** the completed form and photos within **3 days** after event/activity ended (**English and Malay versions**)

− News content must consist of **What, Where, When, Who, Why** and **How** (5W 1H)

− Plus one paragraph (a few sentences) on **potential/impact** of the event/activity to IKP/UPM

− 50-200 words long