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| ***Please complete form to have Event or News Item posted.*** ***Send completed form to:*** **info@incose.org***Request forms need to be submitted at least* ***10 days prior to the end of the month*** *OR* ***14 days prior to the Event*** *to allow for proper scheduling for the following month. The Event or News item may not be approved and posted if the request form is not submitted prior to the cut off.*  |
| **Requesting Group** *(Please indicate which one)* | * INCOSE Chapter Leader
* INCOSE Working Group Leader
* INCOSE Board of Director
* Other INCOSE Affiliate (please list):
* Outside Organization (please list):
 |
| **Point of Contact** | Name: |  |
| Email: |  |
| **Event/News Title:** |  |
| **Summary (1-2 Sentences):** |  |
| **Description (1-2 paragraphs. A flyer, if available should be emailed as an attachment for linking to the post)** |  |
| **Website (if applicable):**  |  |
| **Registration URL (if applicable):** |  |
| **Date(s):** |  |
| **Start time:** *Please include Time Zone* |  |
| **End Time:**  |  |
| **Location (for Event)** | Address 1: |  |
| City: |  |
| State/Province: |  |
| Postal Code: |  |
| Country: |  |
| **Additional Contact Information** *(not required)* | Name: |  |
| Email: |  |
| **Date to be published:** |  |
| **Date to be unpublished:**  |  |
| **Time and Time Zone to be published:**  |  |
| **Please indicate where Event/News item should be posted** *(select* ***ALL*** *that apply)* | * [www.incose.org/EVENTS](http://www.incose.org/EVENTS)
* [www.incose.org/NEWS](http://www.incose.org/NEWS)
* Social Media
	+ Facebook
	+ Instagram
	+ Twitter
	+ LinkedIn
	+ YouTube
	+ Other:
* INCOSE Newsletter
* INCOSE E-Note
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| ***Approved by MARCOM:*** |  |