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| **Marketing and Communications Request Form for promotional purposes**  ***Please complete form to have your event, webinar, announcement, or services promoted via social media, email blasts, website, or YouTube (more to come)***  ***Send completed form to*** [***marcom@incose.net***](mailto:marcom@incose.net)  ***If no one responds for approval after 48 hours, and the request is urgent,***  ***please reach out to*** [***info@incose.net***](mailto:info@incose.net)  We know everyone is busy, but we typically need more than a day to turn around your requests. We appreciate and support you and encourage you to send us your requests.  We value each one of our members.  Just remember, due to time and bandwidth we may not be able to honor your request but will do our best to make it happen. We have a great support staff working around the clock to keep INCOSE operating, and everyone informed. Please let us know what you need, and we are here to support you.  The more information you provide, the faster we can move it forward throughout our systems.  We will do what we can to help spread the word!  Thank you for your support,  Marketing and Communications Team | | | |
| **Requesting Leader Type** *(Please indicate which one)* | INCOSE Chapter Leader  INCOSE Working Group Leader  INCOSE Director (BOD)  INCOSE Affiliate Organization Leader  Non-Affiliate Organization Leader | | |
| **Leader Contact** | Name: | | Email: |
| **Event/News Title:** |  | | |
| **Summary (1-2 Sentences):** |  | | |
| **Descriptions of your event/webinar type** | Attach a word document or flyer to go with this form  If it is a flyer, please be sure to include working links | | |
| **Event or chapter 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: | |  |
| **Published Date:** | Published Date: | | Unpublished Date: |
| **Please indicate where Event/News item should be posted** *(select* ***ALL*** *that apply)* | www.incose.org/EVENTS  www.incose.org/NEWS  INCOSE Newsletter  INCOSE E-Note  Systems Engineering(SE) Journal\*\*  INSIGHT\*\* | Social Media  Facebook  Instagram  Twitter  LinkedIn  YouTube  Other:  *\*\*Advertisement available for purchase. Please select if you would like to be contacted for more information.* | |
| ***MARCOM Approval:*** |  | | |

Notes from Marcom to creative teams: