

GUIDELINES:

STEP 1: Fill-out the necessary information to be used in the PICE Newsletter 1st Quarter 2020.

Note: Forms with incomplete information will not be accepted.

STEP 2: Submit the accomplished form with PHOTOS to the Publication Committee chaired by Engr. Maria Luisa DV. Olitoquit or to the PICE Secretariat **on or before:**

- **April 21, 2020** for the 1st Quarter
- **June 20, 2020** for the 2nd Quarter
- **September 19, 2020** for the 3rd Quarter
- **December 12, 2020** for the 4th Quarter

Note: Late submission will not be included in the Newsletter.

STEP 3: Email the entry/ entries to pice.newsletter@gmail.com with the Subject: **Newsletter Entry_Name of Chapter**, and addressed to

Engr. Maria Luisa DV. Olitoquit

PICE Publication Chairperson

Publication Committee

I. BASIC INFO

a. Title of Event

b. Event's Theme

c. Organizer: What Chapter(s)

d. Date

e. Venue

f. Who is your target audience?

II. EVENT'S DESCRIPTION

a. How many attendees?

b. Who are the VIP/ Special Guests?

c. What is the highlight of the event?

d. What is the relevance of the Theme to Engineering/ Philippines/ World/ Technology/ Current events?

e. What topic(s) captured the audience's interest? Why?

f. Any quotable statement that was delivered by the resource speaker/ guest of honor in the event.

III. PHOTO DOCUMENTATION

*Please attach at least **3-5 HIGH QUALITY PHOTOS** that will best showcase your event. Please also include a short description if possible.