



CPS COMMUNICATION PLAN

1. INTRODUCTION

The Center of Polymer Systems is a research institute active in research and development in the field of plastics and rubber processing, materials engineering and other chemical-technological fields.

Core activities:

- solution of basic and applied research projects
- significant focus on cooperation with practice, contract research
- implementation of specialized doctoral study programs

2. AIM

The aim of the CPS communication plan is to ensure that all employees, the professional and the general public and companies are informed about the activities and services of the Center of Polymer Systems. Its task is to disseminate new knowledge, results of scientific research and examples of good practice to the public. Furthermore, to popularize the results of science and research to the public, especially future applicants for study and scientific activities, but also to popularize science and research among children, youth and adults.

3. IDENTIFICATION OF THE PROJECT TARGET GROUPS

The communication plan sets out how to address and keep the target groups of the project informed, including:

- CPS employees
- TBU employees
- external partners – for example, co-investigators of projects
- investors – in the framework of contract research and the like
- professional public
- the general public



- interested in doctoral studies

4. COMMUNICATION INSTRUMENTS

Print media – the tool is primarily used to raise awareness of CPS among all target groups. The information appears in the regional and national press. Individual topics are presented, for example, in the dailies MF DNES, Právo, Deník, Technický týdeník, etc.

Electronic media – the tool serves similarly to printed media. They are most often presented on the servers Seznam TV, Novinky.cz, IDNES.cz, IHNED.cz and the like.

Website – The Center presents itself using its own website, where it publishes not only news but also all the necessary information for those interested in studying, investors but also for the public. Website: www.cps.utb.cz.

Social Networks – Facebook – provides basic information about CPS activities. Facebook page: <https://www.facebook.com/polymeryzlin/?ref=bookmarks>. Another used social network is Instagram. Instagram: https://www.instagram.com/polymery_zlin/.

Email communication – the tool is used primarily for communication with CPS employees regarding operational information, training or news. A regularly updated contact directory is used.

Participation in events – CPS regularly participates in trade fairs and other events.

5. COMMUNICATION FORMS

Press release – information provided by electronic and printed media, which inform about current events at CPS.

Interviews, reports – especially for television and radio stations. CPS most often cooperates with Czech Television, TV Seznam or Czech Radio.

Promotional materials – CPS includes a range of promotional materials from leaflets, brochures, various souvenirs and TBU promotional materials. Printed and electronic materials



mainly inform about planned or past activities. The frequency of publishing these materials depends on current needs.

Press conference – providing information to the media at a press conference about interesting projects at CPS, frequency once a year.

Internal notifications – notifications using frames in lifts, notice boards or info points.

Regular meetings of employees with the management of the center – communication of strategic plans for the following period, space for questions, frequency at least once a year

Activity report – an activity report is always issued for the past year. The report is available in electronic and printed versions.

6. IMPLEMENTATION

The PR and Marketing Specialist are responsible for the implementation of the communication plan.

CPS employees – communication takes place via e-mail communication, websites, but via internal notifications in the form of frames in lifts, notice boards or info points.

TBU employees – communication takes place primarily through the media, which help to raise awareness about CPS.

External partners – communication takes place through participation in various events using promotional materials, as well as through websites.

Investors – communication takes place through participation in various events using promotional materials, and also through websites.

Professional public – communication takes place mainly in the form of conferences and events that are aimed at the professional public.

The general public – CPS awareness is raising through print and electronic media.

Those interested in doctoral studies – the information is promoted on the website but further communicated at the university level.



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7. FEEDBACK

Feedback is realized in the form of questionnaire surveys within individual events.



POPULARISATION AND COMMUNICATION PLAN FOR 2022

Event	Date	Target group	Communication tools	Person responsible for organising – the management team
Gumference	February 2022	External partners, investors, members of professional public	Invitations, website, Facebook, Instagram	Stoček
Plastko 2022	21 to 22 September 2022	External partners, investors, members of professional public	Newsletter, press release, circular message, poster, flyer, invitation, website, Facebook event, Instagram information QUESTIONNAIRE	Bartoníková
ECP4	21 to 22 September 2022	Members of professional public	Invitations, website, Facebook, Instagram	Bartoníková, Hausner
Staff meetings	June & December 2022	CPS staff	Email, website, website	Sedláčková, Sedlařík
Scientists' Night	September & October 2022	The general public	Facebook, Instagram, website, press release QUESTIONNAIRE	Svěráková, Kuřitka
K-2022	19 to 26 October 2022	External partners, investors, members of professional public	Newsletter, press release, circular message, poster, flyer, invitation, website, Instagram information	Svěráková, supervisors of research lines
Press conference	As required	All target groups	Through the media – invitation, press release	Svěráková



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Site tours	During 2022	Primary and secondary school students	Invitations for school principals, website, media information on site tour opportunities	Kuřitka
Social media presentation	Ongoing, usually once per week	All target groups	Using short, catching messages.	Svěráková