## Templates - Events/ Articles Information

General guidelines for sending information about an event, deliverable, work package activity or other article. to a contact person.

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**EVENTS INFORMATION TEMPLATE**

| **Event Overview** |
| --- |
| **Type of content** | **Your inputs** |
| Event Name*Provide the official name of the event* |  |
| Date & Time*Specify the exact date (DDMMYY) and time (including time zone if necessary).* |  |
| Location*Venue name and address or indicate if it’s virtual.* |  |
| Organizer*Mention who is hosting the event, with contact email for event* |  |
| **Event Details** |
| Google Doc file with short description of the event has the following information: The event information should have about 250-300 words.*It should include:****-Objective****: Briefly explain the purpose of the event.****-Target Audience****: Define who the event is intended for.****-Key Activities****: List any major activities, speakers (add photos if possible), or performances.****-Agenda****: Provide a schedule or timeline of key moments**-* ***Registration Details:*** *Include a link or instructions if registration is required* |  |
| **Other materials/ information***(For photos/videos, please create one Google Drive folder for the event and add all files to it. One link is enough below, if all files are in one folder)* |
| **Photo***At least one image size approx. 2048 x 1428 (pixels) designed for an event (attach in email or add to the Google Drive folder and put the link here)* |  |
| **Additional Photos/Videos***Include any other relevant media for marketing (add to the Google Drive folder and put the link here)* |  |
| **Logos & Branding***Provide event partners logos**(add to the Google Drive folder and put the link here)* |  |
| **Hashtags & Social Media Tags***Suggest official hashtags and handles to use.*  |  |

**ARTICLE, DELIVERABLE INFORMATION TEMPLATE**

| **Overview** |
| --- |
| **Type of content** | **Your inputs** |
| Title*Prrovide a title or at least a draft version of one* |  |
| **Event Details** |
| Google Doc file with short description has the following information: *It should include:****-Objective****: Briefly explain the the subject matter****-Key Points****: List any major points (add photos if possible)* |  |
| **Other materials/ information***(For photos/videos, please create one Google Drive folder for the event and add all files to it. One link is enough below, if all files are in one folder)* |
| **Photo** *If possible an image, relative to the article (attach in email or add to the Google Drive folder and put the link here)* |  |
| **Additional Photos/Videos***Other relevant media for marketing are welcome (add to the Google Drive folder and put the link here)* |  |
| **Hashtags & Social Media Tags***Suggest official hashtags and handles to use.*  |  |
| **Remarks or comments (if any)** |
|  |