## 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)** | |
|  | |