

# Guidelines for Submitting Events to the CIIMAR Website

## Introduction

Researchers must complete the following [form](#) to submit events organized by CIIMAR. This ensures that all necessary information is provided for proper dissemination on the website and other communication channels. Information must be submitted at least 15 days in advance of the desired event's publication start date.

## 1. General Information

- **Event Name:** Keep it clear and concise. Avoid acronyms without explanation.
- **Date(s):** Include all relevant dates for the event.
- **Type of Event:** Select the most appropriate category (Conference, Workshop, Seminar, Congress, Contest).
- **Event Language:** Indicate the main language of the event.
- **Start Time:** Only applicable for one-day events.

## 2. Programme

- **Upload the programme:** Submit the full programme in PDF format.

## 3. Location

- **If online:** Provide the access link.
- **If in person:** Include the full address and, if possible, a Google Maps link.

## 4. Event Description

- **Summary:** Provide a brief description of the event, including its purpose and main topics. The limit is 450 characters (including spaces).
- **Target Audience:** Specify who the event is for (e.g., students, researchers, general public).
- **Organizers/Partners:** List all involved institutions and include links to their websites.

## 5. Registration and Participation

- **Is registration required?** Indicate whether participants need to register in advance.
- **How to register:** Describe the registration process, including deadlines and any important dates. Provide links if applicable.
- **Is the event free or paid?** Select the appropriate option.
- **Cost (if applicable):** Provide the price and any available discounts.

## 6. Materials and Visual Support

- **Poster or promotional image:**
  - Required.
  - Preferably in 16:9 format (landscape), in JPG or PNG.
  - Max file size: 2 MB.
- **Other promotional images:**

- Optional.
- Recommended formats for social media:
  - (1:1) Square – Instagram/Facebook feed.
  - (9:16) Vertical – Instagram Stories.

## 7. Dissemination and Social Media

- **Relevant links:** Include any useful links related to the event.
- **Tags and mentions (@/#):**
  - Specify the platform and the correct handle.
  - Example: Instagram – @ciimar.up

## 8. Technical Details

- **Contact for further information:** Provide the name, email, and/or phone number of the responsible person.
- **Additional Notes:** Any other relevant details for publishing the event.

## Final Note

The Image, Communication & Outreach Office reserves the right to edit or adjust the submitted information to ensure clarity, consistency, and alignment with CIIMAR's communication standards.