



UNESCO Creative Cities Network *Event/News form*

Please use this form to send us information regarding a partnership initiative, event or important news from your Creative City directly related to the implementation of the UCCN Mission Statement, for us to include on the UCCN website: <http://en.unesco.org/creative-cities>

Please send us the completed form to the following email creativecities@unesco.org with the title "UCCN Event proposal_[name of the city]".

UNESCO will evaluate the event/news proposals received. Only the event/news directly related to the implementation of the UCCN Mission Statement will be included to the UCCN Website. Due regard will be given to the principle of geographical balance in the publication of the events/news.

Please fill in the following information with the upmost consideration for accuracy

1. Name of the city

2. Country

3. Title of activity/event

(100 characters maximum)

4. Dates

From:

To:

5. Creative field(s)

Please check the box(es) corresponding to the creative field(s) related to the activity/event and **specify with relevant information and/or data**, e.g. number and identity of stakeholders involved – artists, residencies, organizations, educational institutions, etc. (300 characters maximum)

Crafts & Folk Art

Design

Film

Gastronomy

Literature

Media Arts

Music

6. Type of activity

Please check the box which best describes the type of activity:

UCCN Annual Meeting

Award

Conference

Exhibition

Festival/Fair

Policy/measure

Research

Training

Inter-city exchange

Other:

7. Number and name of participating Creative Cities

8. Number of expected participants to the activity/event

9. Activity/event description

Please ensure that the description clearly demonstrates how the activity/event contributes to implement the **objectives of the UCCN Mission Statement** at the local and international levels.
(1000 characters maximum)

10. Compliance of the activity/event with the areas of action of the UCCN Mission Statement

Please check the appropriate box(es) and **specify with relevant information and/or data**.
(300 characters maximum)

- Sharing experiences, knowledge and best practices
- Pilot projects, partnerships and initiatives associating the public and private sectors, and civil society
- Professional and artistic exchange programmes and networks
- Studies, research and evaluations on the experience of the Creative Cities
- Policies and measures for sustainable urban development
- Communication and awareness raising activities

12. Links to relevant websites and related resources

13. Contact

14. Photos

Please use the check list below before sending your photos:

- Filling in the “**Photo form**” hereafter
- Attaching a maximum of 3 photos in **jpeg format**
- Naming one file “**Principal Photo**” which will be used as the main photo of the event/news
- Naming the file including the **title/description and copyright** – photos without copyright will not be published
- Each photo should have a minimum size of **455x340 pixels** and should be in high resolution
- All photos should be **attached** directly as jpeg files **to your email** or using either **Dropbox or WeTransfer** exclusively



Cession of Rights and Register of Photos

Photo form

I, the undersigned, _____, hereby grant to UNESCO the non-exclusivity rights to use, publish, reproduce, distribute, display, communicate or make available to the public, in any language or form and by any means including digital, the following material(s), in whole or in part. I grant these rights to UNESCO irrevocably, for an unlimited period of time and for the entire world.

Identifier (for instance file name)	Brief informative caption (no more than 40 words in English or French)	Date	Credit (‘© -----, year’)	Photographer (if not mentioned in the credit)
			©	
			©	
			©	

- I further grant to UNESCO the non-exclusive right to sub-license third parties to uses the material(s) in whole or in part, solely for non-profit educational or public information uses.
- These rights are granted subject to the condition that the respect above mentioned credit, or its equivalent, is provided if and when the material(s) is/are used.
- I certify that I am entitled to grant all the rights under paragraphs 1 and 2 of this agreement and that, to the best of my knowledge and belief, the material(s):
 - is/are in no way whatever a violation or an infringement of any existing copyright or licence; and
 - is/are in no way whatever a violation or an infringement of any customary practices governing access to the heritage depicted or incorporated, and contain(s) nothing obscene, libelous or defamatory.

Name:

Date:

Address:

Signature: