# HOW TO SHARE YOUR ACTIVITIES ON THE COMUNIDAD WEBSITE?

All COMUNIDAD partners are expected to share the activities carried out on behalf of the COMUNIDAD project; these include guest appearances on behalf of the project, announcements of events organised by partners, sharing the outcomes of events, etc. Sharing your outcomes and activities is the way to create content and traffic for the COMUNIDAD website.

**How\_to announce an EVENT for** [**https://comunidad-project.eu/**](https://comunidad-project.eu/)**?**

The primary purpose of an event announcement is to provide readers with basic details of the event — who, what, where, when, and why. Make sure to incorporate these main points so potential attendees have all the information they need to determine whether they want to attend.

**NOTE:** if you attended an event and the announcement has been published (for example, on your institutional website or the hosting organiser's website, please provide the link to the COMUNIDAD communications team at **comms4comunidad@gmail.com**for cross-posting on the COMUNIDAD website).

**WHAT TO INCLUDE IN AN EVENT ANNOUNCEMENT PIECE? write your text here!**

- A catchy and compelling heading:

- Date and time:

- Location:

- Event type: (workshop, conference, training, etc.)

- Event format: (virtual, in-person, hybrid)

- Title and description:

- Speakers (if any)

- Sponsors (if any)

- Keynotes (if they’re locked down)

- Registration information:

- Visuals that display the theme and style of your event

- Contact information:

**NOTE:** Send your piece in MS Word format and picture(s) as an attachment to the COMUNIDAD communications officer at comms4comunidad@gmail.com. The team will polish the post and publish it on the COMUNIDAD website. ***If you do not have any pictures, no worries; the COMUNIDAD communications team can create the visuals for your blog.***