

# Guidelines on submitting reports for ‘Activities of MWIA and its Regions’ using MWIA Google Form Templates

## Guidelines for National Association Leaders

### Background

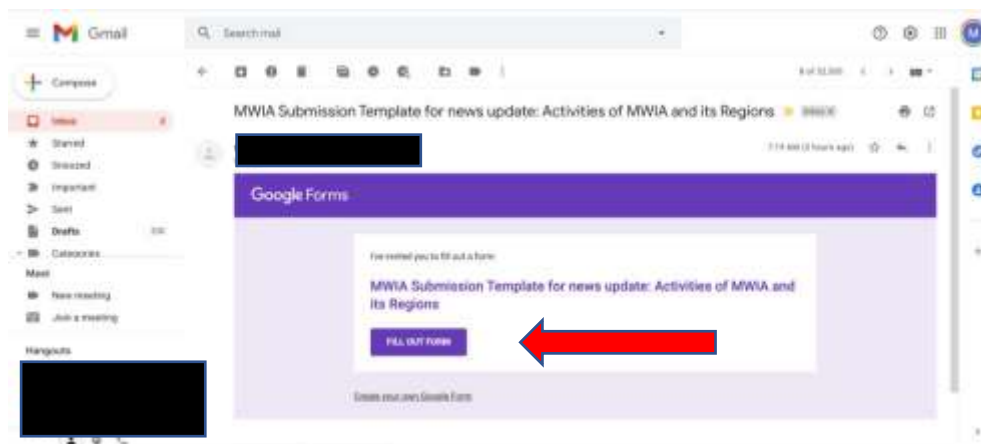
For many years, MWIA has published a regular ‘MWIA Update’ for members. This is now superseded by an electronic publication called ‘Activities of MWIA and its Regions’.

These instructions are for the representatives reporting for National Associations. Separate instructions exist for Office Bearers and for MWIA Representatives.

### Instructions

1. Open the Google Form Submission Template using this link or the link provided by email.

<https://forms.gle/5ZU3UFH69MhKBUp9>



2. Complete the form using the tips below:

**MWIA Submission Template for news update: Activities of MWIA and its Regions**

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Not [anastasia.g.dimitaki@gmail.com](mailto:anastasia.g.dimitaki@gmail.com)? [Switch account](#)

**\* Required**

**National Representative Name \***

Your answer

**Country Represented \***

Your answer

**Your position in the National Organisation \***

Your answer

**Your contact email address \***

Your answer

Questions marked with a red asterisk must be completed in order to submit your report.

**National Association - submission template**

Please ensure that your submission complies with these guidelines:

**Introductory text to be reproduced in full in Mailchimp: \***

Maximum 3 sentences

Your answer

**Full report to be reproduced on the website \***

Maximum 1000 characters

Your answer

Please provide two sentences to be included as an introduction to your report. This will be published in Mailchimp. The whole report will be published on the website. There will be a link from Mailchimp to the full report on the website.

**Images**

Up to 2 images may accompany your report. Only 1 will be published in Mailchimp. Please indicate, in the comment section, which image is to be included in the Mailchimp publication.

**Image 1\***  
Image quality needs to be minimum 2000 x 3000 and maximum 600 pixels in width.  
[Add file](#)

**Comment for Image 1\***  
Please enter here the description for the image you have uploaded as image 1.  
Your answer

**Image 2**  
Image quality needs to be minimum 2000 x 3000 and maximum 600 pixels in width.  
[Add file](#)

**Comment for Image 2**  
Please enter here the description for the image you have uploaded as image 2.  
Your answer

[Back](#) [Next](#)

Please upload one photo, along with a short comment. This will be published in Mailchimp and posted on the website. Image must be 20kb-30kb, and minimum 600 pixels x 600 pixels.

If you would like to upload a second photo, do this here. Please include a comment for a second photo if one is uploaded.

**Calendar**

Use this section to submit an event for publication in the MWIA Calendar on the website.

**Event name**  
Your answer

**Date / Time**  
Date  
dd/mm/yyyy

**Location / registration link**  
Enter location for events with physical attendance, your registration link for virtual events.  
Your answer

If you would like an event from your national organisation included in the MWIA calendar, please inform us in this section.

**Announcements and awards**

Use this section to notify MWIA of special announcements or awards to be published in Mailchimp and on website.

**Details of announcement / award**  
500 words or fewer  
Your answer

**Relevant visual aid for inclusion with announcement**  
This could be a photo, video or audio clip.  
[Add file](#)

[Back](#) [Submit](#)

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Google Forms

If you would like an announcement or award included in the MWIA Mailchimp and website, please inform us in this section.