
# **Form for Articles (version 21-22-1)**

This form has **two** pages. If you have a longer write-up, it will grow to **more pages** when needed.
Use this form for submission of articles for IIW internet media or video for IIW YouTube. Please fill completely.

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| **Author name** |  |
| **Author email** |  | **Mobile** |  |
| **Club name** |  |
| **Country** |  | **District number**  |  |
| **Date of event****(or article)** |  |
| **(1) Title of article or video (in bold).****(2) Write-up of the article or description of video (not in bold and not in caps).*** Please describe your activity e.g. who, what, where, when, why, how.
* Avoid use of first person (I, we, my , our and short forms).
* If desired, insert <filename> in-text where photos are to appear in article.
* Your club name should appear somewhere in the write-up.
* Write in the style of promoting the event (journalism) and not as a report.

**This document will grow as you add more words inside the box.** |  |
| **Photographs*** Provide a caption for the photo if it is not placed beside a descriptive part of the text.
* Do not paste photos into this document.
* You can add more rows for more photos.
* Filename is unique, 12 characters long, without space, consists of only letters or numbers.

*Send photos as an* ***attachment*** *in the email,* ***or*** *via Dropbox (*[*www.dropbox.com*](http://www.dropbox.com)*) or WeTransfer (*[*www.wetransfer.com*](http://www.wetransfer.com)*)* | **Filename of photo** | **Caption for photo** |
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| **Link** to dropbox or wetransfer for **video or photos** |  |

**IMPORTANT:** For all elements of the article or video, whether as a whole or in part, your club or your club member must be the copyright holder or licensed user. E.g. text, graphic, photo, video, music in video.

**Please save this form in MSWord and attach it in email through the following protocol channels:**

* *to* **IIW Vice-President Zenaida Farcon for UN Representatives and Board Directors**
* *to* **National Editor (NGBs) or National Representatives (non NGB)**
* *to* **District Chairman (without NRs)**
* *to* **Board Directors (non-districted clubs) thence to IIW VP Zenaida Farcon**

**For any queries, please email to IIW Editor/Media Manager 2021-2022:**

**Cheng Yeok San iiweditor@internationalinnerwheel.org**

An acknowledgement of receipt will be sent within 48 hours.

Whatsapp chat only: +60125186960 9AM to 5PM Kuala Lumpur GMT+8***.***(Please introduce yourself.)