



## Associated Country Women of the World

ACWW Connects and Supports Women and Communities Worldwide

### Guide for Submitting Articles and Photos to ACWW

#### What are you sending us?

We would love to hear from you! We want to know what you do in support of ACWW, what your local groups are doing, we want to know about your Area Conferences and Meetings and we'd love to see some pictures. So that we can share these things with other ACWW supporters, we would like you to include some basic information so we can make sure we get it right:

- Date of the event / conference / meeting
- Where was it?
- Roughly how many people attended?
- How much money was raised for ACWW?

If you are naming anyone in the article, make sure their name is spelled correctly and in full – especially if you are naming groups or societies. If you are thanking anyone, make sure we know what they are being thanked for.

If it's easier, you can even send us your newsletter, as long as you are happy for us to re-use material (and it complies with the notes above!). If you have organised an event but don't know what to say about it, answer the questions above and maybe send us an email – we are happy to help create an article or report.

#### Types of report or article

##### General News

- Show the impact and outcome of the work relating to ACWW in your local communities
- Write about fundraising event(s) that you or your WI group have carried out – we'd love to know if people directly benefitted in addition to any money raised

##### Area Conference

If your Conference is in the near future, perhaps you'd like us to have an article about it on the website to help boost awareness and get more people attending? Why not send us all the details in a simple format, along with a description of guest speakers, theme and activities? (Don't forget to include how people can register!).

You can also write about the outcome of your ACWW Area Conference – consider the following questions;

- When and where was the Conference held?
- What was the theme?
- Did any of ACWW's Board or Executive attend?
- How many delegates and visitors attended?
- Where were there any extra activities at the conference, like a sightseeing trip or visit? Where did it go?
- What topics were discussed at the Conference?
- Where any decisions made at the Conference, in line with ACWW's aims or current Resolutions and Recommendations?

#### What we can cover

We are only able to publish area reports from Area Presidents or their appointed assistants. However, if you wish to report general news items or specific event reports, we'd be delighted to hear from you.

We are unable to post news stories that are viewed as self-promotional or marketing material, or feature news about non-members or non-member societies. All news should be ACWW focused.

If you are not sure, please email and us and ask – we are really keen to make ACWW's website and our magazine *The Countrywoman* reflect our membership and those we work to support. If you haven't seen your local area mentioned recently, get in touch and we can help create an article or report.



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## Sending us your photos

Photographs can be difficult, and people often get worried about what they are sending. These days, technology is advancing so quickly and can really help. If you have a mobile phone with a camera, particularly a 'Smart Phone', there is a good chance you have a good quality camera built in! Here are some quick tips;

- Make sure the photo is clear and in focus (many cameras have a built-in feature to help with this)
- If you did not take the picture, make sure the photographer's name is included in your message
- If you want to use a photo from another organisation or WI, please make sure you have their permission, and send us their name/details so we can credit them.

We also need a few details about the photo;

- Who is in it? List all the names, from left to right, in full. We don't like publishing photos with unknown people in them!
- Where was the photo taken?
- What was the occasion?

## Getting your photos to us

If you want to submit your photos, the easiest way is by email. If you took them on a mobile (cell) phone, you can do this directly. If not, transfer them from your camera to your computer and email them across. You can send them direct to Nick Newland at [nick@acww.org.uk](mailto:nick@acww.org.uk), remembering to include all the information above.

## The Small Print

We also ask you to remember that by submitting your photos, you are granting ACWW a perpetual, royalty-free, irrevocable, non-exclusive right to publish them in *The Countrywoman* and on our website. We may also reproduce, modify, adapt or incorporate your photo(s) in ACWW's other works and publications in any form, media or technology now known, or later developed for the full term of any rights that may exist for your photo(s). When sending us your photo(s), you are responsible for ensuring that you have the right to grant this permission, or have obtained permission from the original owner(s). ACWW cannot accept any liability for inaccurate articles or mislabelled photos, and will not be held liable for any disputes relating to the rights of use of any photos from any third party.

*This means we can use your photos to promote ACWW and show people what you and your groups are doing in support of ACWW. If you have any concerns or questions about this, please contact us.*

## Examples



Sam and Steve walk down the riverfront



Vashti Hunter sits by the grass after the Area Conference in Adelaide, Australia. The Conference was held at the Kitten Conference Venue, 17-19 April 2016. Photo by Sarah Bloggs