





2nd Call Thematic Projects Communication Meeting

13th March 2023 Online



Agenda

| 10h00 – 10h05 | Meeting objectives and overview |
|---------------|---------------------------------|
| 10h05 – 10h30 | Information & publicity rules |
| | Branding |
| 10h30 – 10h50 | Website |
| 10h50 – 11h05 | Basecamp |
| 11h05 – 11h30 | Communication strategy |
| 11h30 – 11h50 | Content recommendations |
| 11h50 - 12h00 | Next steps |









Information & publicity rules

EU regulations – which regulations?

- EU Regulation 2021/1060, article 47 a,d 50
- Eu Regulation 2021/1059, article 36

Fundamental principle: inform the public & all those involved in the operation about the support from the EU



Obligations

To comply with EU regulation, you need to:

- Use **EU illustrative elements** (already included in the project logo)
- On project website, write a **short description of the project** including <u>its aims, results</u> and financial support from the EU
- Place a poster at ALL partner premises



Obligations – institutional website

EU Regulation 2021/1060, Chapter III, Section II, Article 50

"Providing on the beneficiary's official website where such a site exists, and social media sites":

- A short description of the project including its aims and results
- Project budget
- Project logo
- Link to project website









Branding



Materials

The Programme provides for each project:

- 1 logo
- 1 poster template

Each project can develop its own visual identity complying with the **Programme brand book** (e.g. word and ppt template, event agenda, social media post...).

No PPT or letterhead template



The project logo



Project name 2nd line









When to use the project logo?

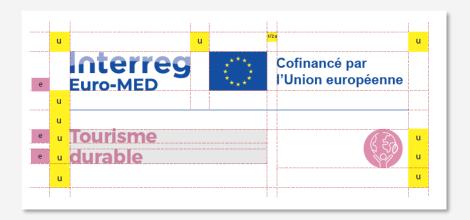
On all communication materials!

- printed publications: reports, brochures, newsletters, studies, articles, etc.;
- audio-visual: videos, audio podcasts;
- digital or electronic materials (websites, videos, podcast, etc.);
- events (e.g. PPT presentations, agenda, conference material);
- stationary and office materials;
- promotional goodies.

When not possible (e.g.: scientific & press articles) explicitly mention the contribution from the Programme & the EU co-financing.



How to use the project logo?







What if there is another logo?

When other logos are published alongside the programme logo, as in the case of a partnership, make sure that the **Union emblem** shall have at least the same size, in height, as the biggest of the other logos. **EU rules!**









How to use the project logo?







Mission colours and icons



CMJN 89 / 18 / 0 / 0 RVB 0 / 145 / 218 HEX #0091DA PANTONE 2192 C



CMJN 0 / 32 / 100 / 0 RVB 242 / 169 / 0 HEX #F2A900 PANTONE 130 C



CMJN 84 / 0 / 59 / 0 RVB 0 / 179 / 136 HEX #00B388 PANTONE 399 C



CMJN 4 / 51 / 7 / 6 RVB 213 / 146 / 170 HEX #D592AA PANTONE 507 C







MISSION 1:

STRENGTHENING AN INNOVATIVE SUSTAINABLE ECONOMY RENFORCER L'ÉCONOMIE DURABLE INNOVANTE







MISSION 2:

PROTECTING, RESTORING AND VALORISING NATURAL HERITAGE PROTÉGER, RESTAURER ET VALORISER LE PATRIMOINE NATUREL







MISSION 3:

PROMOTING GREEN LIVING AREAS PROMOUVOIR LES BASSINS DE VIE VERTS







MISSION 4:

ENHANCING SUSTAINABLE TOURISM AMÉLIORER LE TOURISME DURABLE





Programme Font

Monserrat

extralight | extralight italic | light italic | regular regular italic | medium | medium italic | semibold semi bold italic | bold | bold italic

A B C D E F G H
I J K L M N O P Q
R S T U V W X Y Z
a b c d e f g h i j k l m
n o p q r s t u v w x y z
0 1 2 3 4 5 6 7 8 9

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Open Sans

light | light italic | regular | regular italic | medium | medium italic | semibold semi bold italic | bold | bold italic | extra bold | extra bold italic | black | black italic

ABCDEFGH IJKLMNOPQ RSTUVWXYZ abcdefghijklm nopqrstuvwxyz 0123456789 Name etur audaest, qui noacesnes utemo Name etco uimasdior audsdaest, qui nones uteeoles imasdfionet mossitatur sam explale voles imaionet mossitature cus tiuntio quisx uyut labor acestium cus tiuntio quisx uyut labor acestium eaquisit corrnimusaovisel dusandisqui com eaquisi con des corrovisel dusandisqui cvenimusd atenn conseque sam ibu stibus vec sam ionsequ ibusciatius qui





Poster template

Each partner must place a poster or equivalent electronic display at a location clearly visible to the public.

A poster template is available for each mission on the Programme website.

This template is editable and you are free to change it or, if you wish, design your own poster. However, please bear in mind that:

- The minimum size A3 must be respected;
- The Monserrat font must be used (download it here);
- The mission logos, pictograms and colors must be used.

It is strongly recommended to use professional printing for better quality posters.



Poster template

A **poster template** is available on the Programme website:













Your poster must contain

The project logo composed by:

The European Union emblem Co-funded by the European Union The Interreg logo The Programme name (Euro-MED) The mission name

> Short project description

Project key figures including EU funding







PROJECT NAME

OUR PROJECT

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PROJECT PARTNERS

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Social media

- 1. If the social media platform doesn't allow for a banner image (like Instagram, for instance) use option 1 for your avatar, which includes **the full brand**.
- 2. If the social media platform allows for a banner image, use option 2 for your avatar, with the Interreg logotype and the project name. This is permitted for as long as you include the full brand in the social media banner image, as shown in the examples.

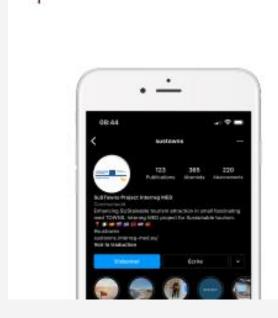






Social media

2













Promotional goodies

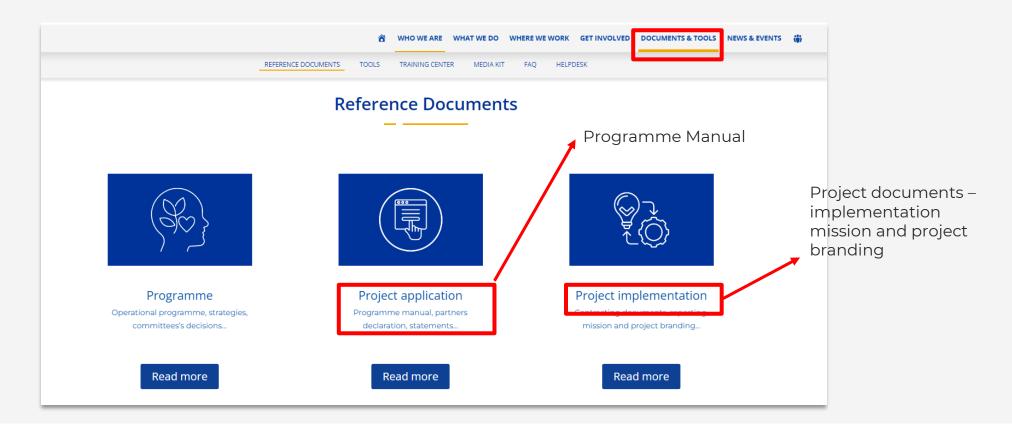
All promotional items **must be expressly accepted by the JS** and branded with the project logo. Only promotional items meeting the following criteria may be produced:

- They are necessary to reach one of the defined target groups and objectives.
 Project partners must explain how and why.
- They are eco-friendly.

The JS will assess the compliance with those criteria on a case-by-case basis. Cost related to promotional items **not expressly accepted** by the JS is considered a **non-eligible expenditure**.



Where to find Comm guidelines?







The Project Brandbook

MISSION AND PROJECT BRANDING

PROJECT BRANDING

Project logos are provided by the Programme to each project in all the available versions and must not be changed under any circumstances.

Before using the project logos, read carefully the @ Project Brand book.

PROJECT POSTER TEMPLATE

Before using the poster template, please read the @ poster guidelines.

Download the project poster template without the UfM label:

Mission: Innovative sustainable economy





Where to find Comm guidelines?

- Programme manual
- III. Financial Issues

 A. Eligiblity of expenditure

 viii. Project branding and information and publicity rules
- V. Annexes F. Graphic identity of projects
- Website Document and tools
 - PROJECT DOCUMENTS IMPLEMENTATION
 - MISSION AND PROJECT BRANDING PROJECT BRANDING
 - → Brandbook, Poster templates



















Your website





Content Management System



- Most popular CMS platforms
- User friendly





Delivery



- Website URL
- Login + Password to WordPress







Who can manage the website?

- An email will be sent to the Lead partner & the Communication officer of the project
- Other accesses can be add if necessary:
 - 1 Create your own account on the Programme website
 - The Lead Partner or Communication officer sends an **email to the JS** to ask for an extra access
 - > programme@interreg-euro-med.eu





Website

This is your main window! Take care of it

- Visitors will find information
- Discover your deliverables / results
 Beware of the wording when putting on Jems!
- Be clear and inviting



Site map





How to get your website online?

 Fulfill all minimum requirements of the checklist (soon available on our website)



Website ready: ask the JS (<u>programme@interreg-euro-med.eu</u>)
 Deadline: 15th June

JS gives feedback to implement corrections (if needed)



I. Homepage

| SECTIONS | RECOMMENDATIONS | Compulsory |
|-------------------------|---|------------|
| Navigation menu | All planned pages are displayed. Empty sections are hidden. | Yes |
| Introduction text | The presentation of the projects is drafted and displayed. | Yes |
| News | There should be at least 3 news (you can publish past news. Remember that this is a site that should reflect the entire life of the project, from the beginning). | Yes |
| Events | There should be at least 3 events (you can publish past ones. Remember that this is a site that should reflect the entire life of the project, from the beginning). | Yes |
| Key figures | You may put 3 key figures, the same ones you use in the poster. | Optional |
| Contact | Create link to whether a contact form or the email address of the project | Yes |
| Languages | The website is available in English. | Yes |
| Languages | The website is available in French. | Optional |
| Social media links | Create links to the social media accounts of the projects. | Yes |
| Footer - Legal notice | The text is a template. Please change it to comply with local rules. | Yes |
| Footer - Privacy policy | The text is a template. Please change it to comply with local rules. | Yes |
| Library section | The library displays automatically the deliverables from JEMS. | Optional |

- Short description of the project including its aims, results and financial support from the EU
- **Figures** (budget, duration, cofinancing)

II. Content (pages, menu items, etc.)

published.

| SECTIONS | RECOMMENDATIONS | Compulsory |
|---------------------------|--|------------|
| Menu items / site tree | Your site tree is up-to-date and consistent with your project objectives and activities. No item (page) should be left <u>empty</u> or they should be hidden so they cannot be seen in the navigation menu. | Yes |
| Sections | All empty and unfinished sections are disabled. | Yes |
| Pages | All empty and unfinished pages are disabled. A minimum of critical pages is completed>Homepage/Our story/Our work/News&Events There is enough content for anyone to understand what the project is about, its objective(s) and what activities are undertaken. | Yes |
| External links | All external links are properly working. | Yes |
| Download links | All download links are properly working. | Yes |
| Buttons | All buttons are the ones from the template. All buttons are properly working. | Yes |
| Forms | If you are using forms, test them first. | Optional |
| Media kit | The media kit will ease the work of medias or your partners. Regarding its location in the menu, we would suggest putting it in the ""Newsroom & events" section (currently News & Events), with the "Media kit" in second menu. | Yes |
| Translation | All pages to be translated in French version are | Optional |

Media kit

- ✓ Description of the project in one sentence
- ✓ Description of the project in one paragraph
- ✓ Logo
- ✓ One photo depicting the project of 300 dpi, and which is not of "abstract" style
- One secondary photo or visual that can be abstract (300 dpi)
- ✓ Social media references
 - > Good example: <u>Interreg Euro-MED Academy:</u> <u>MEDIA KIT (interreg-euro-med-academy.eu)</u>

Take care of your content

Where to find help?

→ https://interreg-euro-med.eu/en/documents-tools/

Tools

WEBSITE

To prepare at best your project website, we prepare some documents to help you go through this important activity:

WordPress User Manual

49 Checklist

<u>LINK</u>















Your Basecamp account

- Single online collaborative tool
- Files sharing and storage
- Easy to use



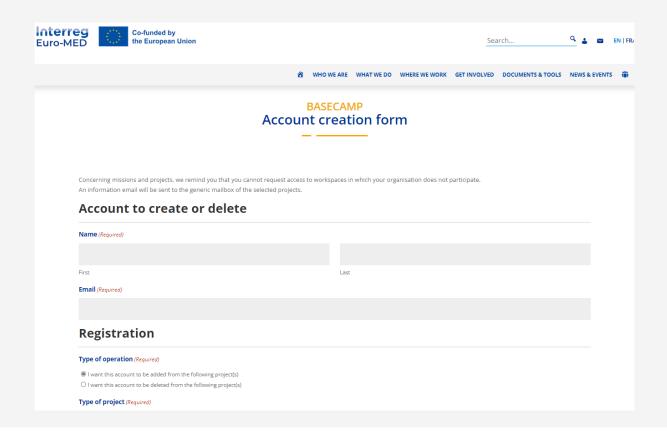
Your Basecamp account

How to add new contacts to basecamp?

https://interreg-euromed.eu/en/basecamp-account-creation/



To access the link, you need to be **logged**in to the Programme website:
https://interreg-euro-med.eu/en/account/







Getting help on Basecamp

Guidelines in the **Documents & Tools** section:

Tools

BASECAMP

All projects partners received an access to Basecamp, the collaborative project management tool. Here below you will find a user manual to guide you using this tool:

Basecamp User Manual

Tutorial for file management









Questions & answers









Communicate strategically

Where to find Comm strategy guidelines?

1. Programme manual

- C. Designing the project activities
- v. Designing your communication strategy
- 2. Website Document and tools

COMMUNICATION STRATEGY

→ Communication strategy guidelines



Communication strategy

- Set up SMART objectives
- Allocate resources
- Evaluate at all times your communication
- Reset your actions upon your evaluation findings



Objectives

Communication needs to be **goal driven**. We communicate to achieve or change something.

The communication objectives derive from the project objectives.

Project's overall communication objectives can be expressed in short bullet point format and clearly indicate what the project communication will bring to the project.

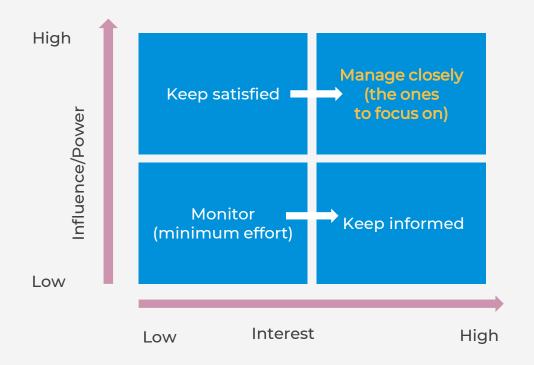
It is important to **define SMART goals** that are broad enough to allow flexibility and room to adapt to changing circumstances.







Map your key target



- What interest do they have in your information?
- What power of influence do they have?
- Who are they: Children? Adults?
 Technicians? Politicians?
- How to build a lifelong relationship with them?
- How to turn them into our ambassadors?





Draft your messages

- What information do they need?
- What do they need to know?
- How to tell them what we want?
- How many times do we have to repeat the message until they change their behavior?
- How many messages do we have to build?



Channels and tools

Project partners need to **define the channels** that they will use to achieve their objectives and set in place a work plan. The choice of the channels must address the targets in an effective manner.

It is up to the project to decide which channels other than the Interreg Euro-MED Programme web platform are the most appropriate to reach their target audience.

There is a wide variety of channels, each with different purposes.

- Where do they look for information?
- How to reach them? Traditional media, meetings, social media, videos, apps?
- What is the right timing to reach them?



Key activities

Once the channels selected in the communication strategy, project partners may define the key activities that will help them achieve their communication objectives.

The details of the activities will be further elaborated in the annual communication plan if applicable.

All activities must comply with EU and Programme publicity and information rules (Cf Chapter III. A. Eligibility of expenditures - viii Project branding and information and publicity rules of this manual).

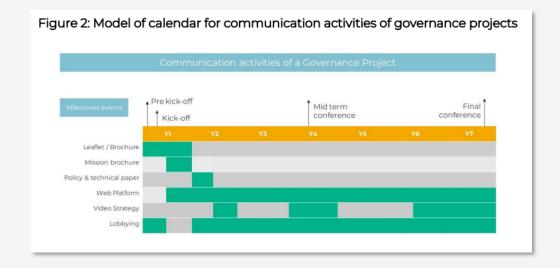


Timeline

A timeline will help to ensure that deadlines and opportunities are not missed.

- Thematic projects: communication activities should be in line with the Governance projects ones.
- Governance projects: calendar should be further developed considering key events and milestones of the thematic projects belonging to their mission.

Projects shall keep the Programme informed about the planned activities.







Financial and human resources

All projects **should not allocate** resources to the development of a **website** and a **logo** as those are provided by the Programme.

However, financial and human resources should be assigned to develop communication content and regularly update the project web portal.



Evaluation

It is highly important to **assess the effectiveness of a communication strategy** to know whether the objectives have been met, which activities were successful and which ones should be improved or left aside.

In order to assess its real impact also in the area of communication, the Programme requires projects to complete a report **once a year**.

At this link (as an example) you will find the data that will be required.













What data?

| Project analytics | | |
|-------------------|---|--|
| Activities | Data | |
| Events | Number of EU events the project participated in as a speaker or as an organiser | |
| | If any, number of participants in EU events organised by the project ²⁶⁴ | |
| | Number of events organised by the project or in which the project participated aiming to raise citizen awareness | |
| | Number of participants in this type of events organised by the project ²⁶⁵ | |
| | Number of events targeted to the Youth organised by the project or in which the project participated as a speaker | |
| | Number of participants in this event organised by the project ²⁶⁶ | |
| | Level of satisfaction per event (only for the most important events) | |

| Social | |
|--------|--|
| media | Social media platforms used |
| | Number of followers for each social media platform per year |
| | Number of social media posts about EU benefits per year (for each social media platform) |
| | Number of social media posts per year (for each social media platform) |
| | Average engagement rate for each platform per year* |

At this link (as an example) you will find the data that will be required.





















Content recommendations

Use Plain Language

The 5 Bs

- 1. **Be Short** in sentence length and text content
- 2. **Be Active** –out with passive, in with active
- 3. **Be Straightforward** use everyday words
- 4. **Be Personal** use "I, we, you, us, etc."
- 5. **Be Consistent** keep to the same terms thoughout



Extra tips

- 1. Cut away meaningless phrases ("fluff")
- 2. **Ask questions in your text –** to guide your reader
- 3. **Use positives** avoid double negatives
- 4. Keep your subject at the start of your sentence to focus your reader
- 5. **Avoid nominations** don't make actions into objects

Credit –Interact





Examples

Taking into account consideration that opportunities for cycling and walking are in general more underdeveloped in city planning compared to motorized traffic, more resources and incentives are needed to enhance sustainable urban mobility planning.



Opportunities for citizens to cycle and walk are usually fewer than opportunities for them to drive. This means that more resources and incentives are needed to improve sustainable urban mobility planning.



Examples

The objective for this Interreg Programme for the next two years is to strengthen coordination mechanisms so that thematic communities can continue finding among themselves interesting synergies in relation to European orientations and amplify their impact with regional, national, transnational and European institutions.



Our objective for the next two years in this Interreg Programme is to strengthen coordination mechanisms. Why? Because doing so will allow thematic communities to discover interesting synergies among themselves relating to European orientations. In turn, they will be able to strengthen their impact with regional-, national-, transnational- and European institutions.





Storytelling

Why telling a story?

- Call to emotions
- Living a lastly impression
- Stimulate the curiosity







Storytelling

- 1 Context
 In 1 or 2 sentences we want to know where the action takes place, and in which sector we are
- Real problem
 In 1 sentence we want to know which problem have some people that you will help
- 3 **Expectations**One sentence, formulated as a question, to announce what we could do for these people
- 4 Solution
 One sentence to announce the "big solution" as a category that everyone can understand. No details yet
- How it works 1/3 + because

 Detail how your solution work in 3 features

 One paragraph max + because..

- 6 How it works 2/3 + because
 Detail how your solution work –
 Second paragraph max (We then did this.. + because..
- 7 How it works 3/3
 Detail how your solution work –
 Thrid paragraph max (Finally, we ..) + because. (Finally, etc.).
- Proof
 We announce we measured and achieved in terms of performance, numbers and testimonials: It has to answer #3 Expectations
- Vision
 One sentence to inspire people about what you've done, and what you intend to do in the future
- 10 Brand (logo)
 One sentence to close the project and announce who you are











Recommendations for pictures

- Tell a story
- Be creative
- Good quality (hire a professional!)
- True and authentic → original (bank image should be avoided whenever possible)
- Min. one good quality photo (300 dpi) representing the project concept
- Don't use administrative pictures to promote the project



Provide the Programme with all the pictures produced in high definition + credits







Videos

- Be short (max 3 min)
- Beware of the audio
- Adapt the video to the channel (youtube vs social media)

- Hire professional journalists
- Use a good videographic design to increase impact
- Videos spoken in national languages must have **English subtitles**



Provide the Programme with all the videos produced in high definition + credits





Podcasts

Digital media consisting of audio episodes that relate to a specific theme

- Easy to create and to listen
- Share it on your website and platforms like YouTube / Spotify / Apple podcasts





Social media – Good practices

- Visual content (more pics/videos, less text)
- Use brevity and clarity
- Use plain language
- Use bullet points & emojis ©
- Shorten the links
- Map and tag the relevant accounts
- Use hashtags: #InterregEuroMED
 Create your own if relevant or #from your mission
- Be regular (once a week minimum)







Interreg Baltic Sea Region

+ Suivre

Can the #mentalwellbeing of individuals be positively affected by the power of #art?

Our #MadeWithInterreg project #ArtsOnPrescription's partners believe so!

Step into the challenges public authorities face and the innovative solutions offered by this project thanks to Marta Ciesielska, project partner from the Marshal's Office of the #WestPomeranian Region

https://lnkd.in/dWREJS2f

EUSBSR EUSBSR Policy Area Culture #PolicyAreaHealth Interreg Pomorze Zachodnie



Tag the official Programme channels and use the #InterregEuroMED



Social media - Don't

■Si celebra oggi, domenica 24 aprile 2022 la ricorrenza per la giornata dedicata al ricordo del genocidio armeno.

→ In occasione della giornata dedicata al ricordo del genocidio armeno, il Comune di Venezia organizza per la prima volta, su iniziativa della Presidenza del Consiglio comunale, una serie di eventi e di incontri in collaborazione con l'Università Ca' Foscari Venezia, l'Unione Armeni in Italia e lo Europe Direct Venezia Veneto del Comune stesso.

Per informazio... See more



Partners gathered again online on 20/04/2022 within the frame of 4th Steering Committee Meeting. As the project is in the final project implementation phase the emphasis was given on the organisation and implementation of Train the trainers workshops, multilevel uptake of SISMA SET methodology and the implementation of communication activities . The last project meeting will be organised in June 2022.



DON'T MISS OUT: From 29th. april till the 9th May 2022. a rich and diverse program for all ages will be held this year, concerts, exhibitions, workshops, sports programs, performances and round tables on the occasion of the International Labor Day 1. May, Liberation Day and Pula City Day 5. May the 9th of Europe Day May.

#DanGradaPule #PraznikRada #DanOslobođenja #DanEurope #EuropeDay #EuropeDay2022

Rich program on the occasion of this year's Pula City Day and oth... See $\operatorname{\boldsymbol{more}}$

* See original - Rate this translation







Social media - Do's

People / Stories

Sharing stories on projects and final beneficiaries allows to engage partners and citizens in a smart and easy way, avoiding technical expert language.







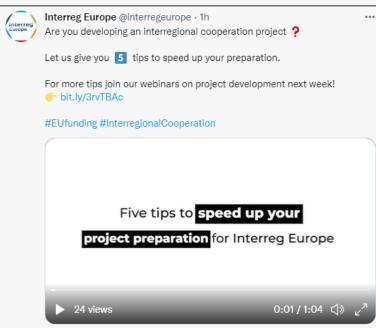


Social media - Do's

Smart formats

Short videos and smart contents are recommended on social media to catch the attention even on technical topics.









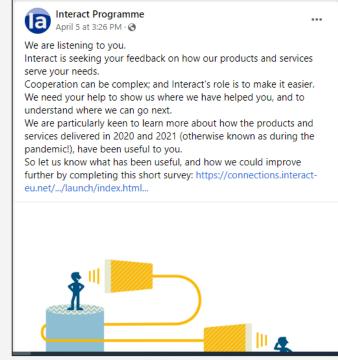
Social media - Do's

Engage

Social media are made to **share** and **engage**.

The use of **contests**, user generated contents **and call to actions** are always a good practice, making the audience participate as a spotlight and giving voice to partners and beneficiaries.









What about Artificial Intelligence (A.I)?

- Use the tools for first drafts (ChatGPT, Bing AI, etc.)
- Finetune these!



A.I. cannot replace the human touch!











Questions & answers













Trainings

Training center

The training center offers video tutorials, free MOOCs and other useful resources to help you build and implement your project successfully.



Interreg Euro-MED Academy

Discover the free MOOC of the Academy





Storytelling and Digital Communication

Learn how to write for the web and to use social media for Interreg projects.



Lobbying & Advocacy

Learn how to lobby your project to bring its results to higher policymaking levels!



Media relations

Learn how to deal with media!

Read more

Read more

Read more





Available on our website

Training

make a wish...
www.slido.com
#COM2



slido



On the subject of communication, I would like to explore / learn...



On the subject of communication, I would like to explore / learn...

Wordcloud Poll

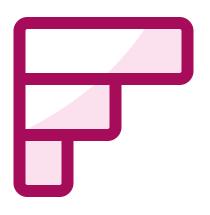
✓ 45 responses

⇔ 26 participants





slido



Select your choice

Select your choice

Ranking Poll 23 votes 23 participants

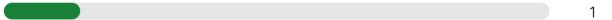
Social Network



2. Storytelling



3. Lobbying & Advocacy



4. Graphic design



4. Artificial Intelligence



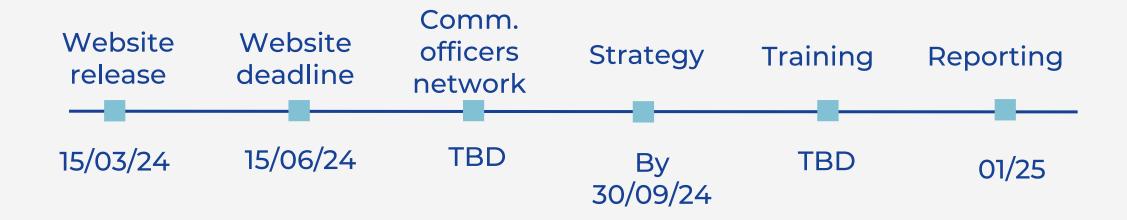
6. Media relations



6. Photo & Video



Next steps





For any doubts / information / questions etc...













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Useful links

- → Documents & Tools
- → <u>Training center</u>
- → <u>Projects Brandbook</u>
- → Programme Manual
- → <u>Programme Communication strategy</u>
- → Programme Results Amplification strategy









Thank you!







Making the Mediterranean **Green Transition** happen

