



EEA, September 2022

Guidance to submit input to the Climate-ADAPT ‘News’ and ‘Events’ sections

1. Getting started

In the Climate-ADAPT [‘Share your information’](#) section you can find guidance on how to share your news and events on Climate-ADAPT. At the bottom of the menu bar on the left hand you will find the ‘News’ and ‘Events’ section, respectively:

- <https://climate-adapt.eea.europa.eu/help/share-your-info/news>
- <https://climate-adapt.eea.europa.eu/help/share-your-info/events>

For inspiration, see the structure and content of the newsletter articles in previous issues in the [Newsletter archive](#). Please read the detailed instructions on which content and how to submit. Please continue by pushing the button: ‘Share your information’, at the bottom of the respective submission page which will take you to the online submission form. Please note that an Eionet account is needed to upload a submission. An Eionet account can be requested via email (climate.adapt@eea.europa.eu).

2. Filling in the online submission form

After being logged on, you need to fill in the fields in different tabs of this submission form.

- Under the ‘Default’ tab, please fill in the Title, Summary text and URL address of your website in the ‘Text’ field. Due to the nature of the article as a teaser, please keep the description as short as possible (not more than 3 or 4 lines of text). Please see examples of the text and URL [here](#). If available, upload an image under the ‘Lead image’ field. Please submit your image (which needs to be in landscape format) with a title and Copyright information in the file name. This is in line with the intellectual property rights where images cannot be used without listing the copyright. If you can’t provide an image for your topic, the EEA will use generic images from commercial databases.
- Under the ‘Dates’ tab in the ‘Publishing Date’ field, fill in the actual date when your information was published.
- Under the ‘Inclusion to the Health Observatory’ tab, please indicate if you would like to present your Climate change and health related item on the European Climate and Health Observatory.
- You can skip the sections: *Categorization*, *Ownership* and *Settings*.



3. Editing and approval process

- After your submission a notification email will be sent to the editors. In the editing, we will review your contribution for publication on the 'News' or 'Events' section on Climate-ADAPT and contact you for any modifications that might need to be made.
- The EEA/ETC CA Team will notify you once the item has been published.

4. Promotion of your news and events in the Quarterly Climate-ADAPT Newsletter

We will also review your proposals and contributions for promotion through the Newsletter. Please note that to keep the newsletter readable and concise, we may not be able to select *all* submitted proposals for inclusion in the newsletter in the final editing. In some cases, a submitted proposal might be postponed to the subsequent newsletter.

5. Sharing your information through the Climate-ADAPT database

We may also consider adding your content to the [Climate-ADAPT database](#). Once our team has added your information to the database, it will be searchable and accessible for users across Europe also after the dissemination of the newsletter.