EEA, January 2025

Guidance to submit input to the Climate-ADAPT 'News' and 'Events' sections and bimonthly newsletters

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/en/help/share-your-info/news
- https://climate-adapt.eea.europa.eu/en/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 can be shared and how to submit it. 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 in, you need to fill in the fields in different tabs of this submission form.

- Please focus on filling in the information in the main body of the online template and ignore the fields on the right side of the form. Please fill in the Title, Summary text and URL address of your website in the respective fields . 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.
- Please also provide the copyright information in the '*Lead image copyright information*' field. It should list the author of the image, making sure that the EEA gets the permission to use the image in the newsletter).
- If you can´t provide an image for your topic, the EEA will use generic images from commercial databases.

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 some cases, a submitted proposal might be postponed to the subsequent newsletter, or we will guide you to other more appropriate dissemination channels.

5. **Sharing your information through the Climate-ADAPT resource catalogue**

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