

MEETING2020

SPECIAL EDITION

Guidelines

Presence in your territory

Meeting 2020 *Special Edition*

August 18-23, 2020

Introduction

'Presence in your territory' means participating in the Meeting 2020 Special Edition from your city and spreading the events of the Meeting live or non-live (conferences, exhibitions and shows).

★ MEETING CONTACT

Nicoletta Rastelli, PR & Fundraising manager
segreteria.relazioni@meetingrimini.org

The department deals with collecting the proposals of presence in the territory and coordinates the initiatives that convey content.

★ HOW TO PRESENT YOUR IDEA

Write an e-mail to segreteria.relazioni@meetingrimini.org with the general idea of the event/initiative you want to organize:

- **duration** (the whole week August 18-23, or just a few days)
- possible **location** (outside, inside, in accordance with Covid-19 regulations set by your local and national authorities)
- **proponent** (natural person or legal entity)
- **Associations, groups and/or Institutions** that are or might be involved in the project

★ EXHIBITIONS

It will be possible to virtually visit the four exhibitions of the Special Edition:

- "Living the Real"

- “Bethlehem Reborn. The Wonders of the Nativity”
- “We are on top! The summit of K2 and the faces of a people”
- “Living Beings”

‘Preset’ guided tour in Italian, English and Spanish

Webinar* (opportunity for online interaction, with the curators, on demand)

*available languages are still to be defined

★ TECHNOLOGY

All the contents of the Meeting (conferences, exhibitions and shows) will be available on www.meetingrimini.org for the whole week. We are creating an easy-to-use platform; it will be enough to have a screen, an Internet connection and an audio support which is suitable for the location.

The conferences will also be available with simultaneous translation in English.

The conferences will be available on demand in several languages*.

* available languages are still to be defined

★ VOLUNTEERS

Whether you are alone or in a team, it is important to register as an ambassador volunteer before July 15, 2020 to ensure insurance coverage and help us coordinate and promote these events in the area. Last but not least, registration helps to support the Meeting.

★ PERMITS AND EXPENCES

Each individual city will be responsible for requesting the necessary permits to use public spaces and places and will bear any costs incurred.

The possible involvement of local sponsors must first be verified with the Meeting in order to avoid overlaps with the official sponsors of the Meeting.

★ COMMUNICATION

If you intend to create ad hoc promotional material it is necessary to interface with the Meeting to use logos and images related to the event.

We will provide a graphic kit and guidelines for the promotion of the events also on social media.

Please note: the use of the Meeting and Special Edition logos to create communication tools or to be used on social media must be approved by the Meeting.

For further information regarding the involvement of **local press**, dedicated press releases, please contact the press office manager.

★ FUNDRAISING

Each city will be allowed to raise funds for the Meeting. For this activity, we ask you to interface directly with the Meeting for useful materials and information.

★ USEFUL CONTACTS

Technical Support - Marco Pacelli

marco.pacelli@meetingrimini.org Mobile phone: 335 1200344

Exhibitions - Cecilia Torchiana

cecilia.torchiana@meetingrimini.org Mobile phone: 333 8672018

Communication - Eugenio Andreatta

eugenio.andreatta@meetingrimini.org Mobile phone: 329 9540695

Volunteers - Emanuela Palumbo

volontari@meetingrimini.org Mobile phone: 340 8544313

Fundraising - Federica Cipressi

donazioni@meetingrimini.org Mobile phone: 348 0840327