

PROPOSAL FOR TOP PAGE ANNOUNCEMENT

Committee(s)			Write the committee name (mandatory) and any other committee(s) if joint/associated. Specify which one is the lead committee.
Announcement			<p>Insert title and text of announcement</p> <p>Title (mandatory) (max. 85 characters with spaces) Avoid repeating the committee name/acronym and date in the title.</p> <p>Text of announcement (mandatory) (max. approximately 800 characters, with spaces. The text will be edited to max. 500 characters for the Top Page.) The announcement must include the date and type of activity (e.g. vote, event, exchange of views, debate etc.). Try to answer the following: who, what, why, when, where, how. Do not include time/room number.</p>
Photo reference			<p>Photo (mandatory) Insert SCRIBO reference. Use only horizontal/landscape and min. 600 pixels in width. More info on the image guidelines.</p>
Link to Procedure file			Insert link to procedure file(s), if any.
Further information			<p>Links Insert URL(s) and link title(s). Subject files, event products (e.g. Hearings, Workshops, ICMs, Supporting Analyses), etc. Do not include links to meeting agenda, webstreaming.</p>