

Form for Articles (VERSION 2026-27)

This form has **two** pages. If you have a longer write-up, it will expand to **more pages** when required.

Use this form for submission of articles for IIW internet media or video for IIW YouTube. Please fill completely.

Author name			
Author email		Mobile (optional)	
Club name			
IW Country		District number	
Date of event (or article)			
Title of article or video (in bold).			
Write-up of the article or description of video (not in bold and not in caps). ● Please describe your activity e.g. who, what, where, when, why, how. ● Avoid use of first person (I, we, my , our and short forms). ● If desired, insert <filename> in-text where photos are to appear in article. ● Your club name should appear somewhere in the write-up. ● Write in the style of promoting the event (journalism) and not as a report. This document will grow as you add more words inside the box.			

(Please introduce yourself.)

[illegible]

- You can add more rows for more photos. - File name is unique, 12 characters long, without space, consists of only letters or numbers. Send photos as an attachment in the email, or via Dropbox (www.dropbox.com) or WeTransfer (www.wetransfer.com)		
Link to Dropbox or WeTransfer for video or photos		

IMPORTANT:

- **CAUTION:** For all elements of the article or video, you, your club or your club member **must be the copyright holder or licensed user**. E.g. text, graphic, photo, video, music in video. If you fail to defend a copyright claim, you will have to pay the penalty.
- Videos containing music (e.g. music used in stage performances during events) is likely to attract copyright claims.
- Please follow the branding and publications guidelines especially in the presentation of the IW emblem.

Please save this form in Microsoft Word and attach it in email through the following channels:

- ◆ UN Representatives and Board Directors *send to* IIW Vice-President.
- ◆ Clubs with a National Governing Body *send to* your National Editor.
- ◆ Clubs with no National Governing Body *send to* your National Representative.
- ◆ Clubs with no National Representative *send to* District Chairman.
- ◆ Non Districted Clubs *send to* your Board Director who will forward it to the IIW Vice-President.

For any queries, please email it to Padmini Pillai, IIW Editor/Media Manager 2026-2027, at Email address: iiweditor@internationalinnerwheel.org

An acknowledgement of receipt will be sent within 48 hours.