

# 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.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|--|
| <b>Author name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                          |  |
| <b>Author email</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | <b>Mobile (optional)</b> |  |
| <b>Club name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                          |  |
| <b>IW Country</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | <b>District number</b>   |  |
| <b>Date of event (or article)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                          |  |
| <b>Title of article or video (in bold).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                          |  |
| <b>Write-up of the article or description of video (not in bold and not in caps).</b> <ul style="list-style-type: none"> <li>• Please describe your activity e.g. who, what, where, when, why, how.</li> <li>• Avoid use of first person (I, we, my, our and short forms).</li> <li>• If desired, insert &lt;filename&gt; in-text where photos are to appear in article.</li> <li>• Your club name should appear somewhere in the write-up.</li> <li>• Write in the style of promoting the event (journalism) and not as a report.</li> </ul> <p><b>This document will grow as you add more words inside the box.</b></p> |  |                          |  |

(Please introduce yourself.)

[illegible]

|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <ul style="list-style-type: none"> <li>File name is unique, 12 characters long, without space, consists of only letters or numbers.</li> </ul> <p>Send photos as an <b>attachment</b> in the email, <b>or</b> via Dropbox (<a href="http://www.dropbox.com">www.dropbox.com</a>) or WeTransfer (<a href="http://www.wetransfer.com">www.wetransfer.com</a>)</p> |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| <b>Link</b> to Dropbox or WeTransfer for <b>video or photos</b>                                                                                                                                                                                                                                                                                                 |  |  |  |

**IMPORTANT:**

- CAUTION:** For every element of an article or video, you, your club, or your club member must either own the copyright or have the appropriate licence or permission to use it. This includes text, graphics, photographs, videos, music, and other media. Failure to defend a copyright claim may result in penalties.
- Videos containing music (for example, music played during stage performances or events) are likely to attract copyright claims. Ensure you have the necessary rights or permissions before submitting such videos.
- Where a licence or permission is required, documentary proof (such as a licence agreement or permission letter) must be available upon request.
- Permission should be obtained before taking or publishing photographs or videos of minors. This relates to privacy and legal requirements rather than copyright, and the laws vary from country to country.
- Submit only original camera photos, videos, or audio files in their original format. Do not submit files downloaded from Facebook, WhatsApp, or other social media platforms, or files embedded in Word documents or similar formats. The file properties (metadata) may be used to verify authenticity and other relevant details.
- AI-generated images generally do not qualify for copyright protection. However, if they incorporate copyrighted material without permission, they may still be subject to copyright claims.
- Exercise caution when using AI-generated faces, as the software may not sufficiently distinguish them from the original source material used for training.
- Please follow the Branding and Publications Guidelines, particularly with regard to the correct use and presentation of the Inner Wheel 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](mailto:iiweditor@internationalinnerwheel.org)**

An acknowledgement of receipt will be sent within 48 hours.