



Information and publicity requirements

CHECKLIST

- ☐ All beneficiaries are responsible for informing the public about assistance received from ERDF
- ☐ All information and publicity measures must include:
 - The European emblem, together with a reference to the European Union
 - The size of the EU flag shall be appropriate to the scale of the material. For small promotional objects, this does not apply.
 - On websites, the EU flag visible without scrolling down.
 - The EU flag should be the same size as other logos
 - A reference to the fund: “European Regional Development Fund”
 - The use of the NPA logo together with the EU flag

General provisions when using the NPA + EU logo

- ☐ Colour shall be used whenever possible and a monochrome version may only be used in justified cases. See different logo files.
- ☐ If other logos are displayed in addition to the NPA+EU emblem, the Union emblem shall have at least the same size, measured in height or width, as the biggest of the other logos.

Mandatory communication tools (to be ready by the first 6 months):

- ☐ Project website, as part of the programme website (mini-website)
 - Brief description, objectives, target groups, expected and reported outputs, and relevant images and materials.
- ☐ Project logo
- ☐ Promotional materials for conferences, seminars, exhibitions
- ☐ Project presentation in PowerPoint format
- ☐ Poster about the project (minimum size A3, see template)
 - including the financial support from the European Union,
 - at a location readily visible to the public
- ☐ Information about the project on all partners' website
 - Including a short description of the operation, proportionate to the level of support,
 - including its aims and results,
 - and highlighting the financial support from the Union;

Download guidance, logo files and templates here: <http://www.interreg-npa.eu/for-project-managers/project-communication/>