Corporate Design for Project Communication
Deliverable 6.3

Work package: 6
Dissemination level: Public
Lead partner: ICLEI Europe
Author: Lucy Russell, ICLEI Europe
Due date: 30.11.2018
Submission date: 30.11.2018
Deliverable | Corporate design for project communication
---|---
Deliverable No. | 6.3
Work Package | 6
Dissemination Level | Public
Author(s) | Lucy Russell, ICLEI – Local Governments for Sustainability
Co-Author(s) | Clara Grimes, ICLEI – Local Governments for Sustainability
Date | 30.11.2018
File Name | D6.3_Corporate Design for Project communication_ICLEI_2018-11-30
Status | Final
Revision | 27.11.2018
Reviewed by (if applicable) | Rieke Hansen, RWTH Aachen

CONTACT:
Email: info@proGIreg.eu
Website: www.proGIreg.eu

This document has been prepared in the framework of the European project proGIreg.

The sole responsibility for the content of this publication lies with the authors. It does not necessarily represent the opinion of the European Union. Neither the EASME nor the European Commission are responsible for any use that may be made of the information contained therein.

This project has received funding from the EU’s Horizon 2020 research and innovation programme under grant agreement no. 776528.
## Contents

- Executive Summary .......................................................... 4  
  1. Project title ........................................................................ 5  
     1.1. Written form .............................................................. 5  
     1.2. Spoken form .............................................................. 5  
  2. Funding acknowledgement and disclaimer ......................... 6  
     2.1. Funding acknowledgement & EU Emblem ....................... 6  
     2.2. Disclaimer ................................................................... 6  
     2.3. Application of the EU funding statement and disclaimer ........................................ 7  
  3. Branding ........................................................................... 8  
     3.1. Logo ........................................................................... 8  
     3.2. Black and white ........................................................... 9  
     3.3. Positioning ................................................................... 9  
  4. Colours ............................................................................ 11  
     4.1. Standard colours .......................................................... 11  
     4.2. Colours for nature-based solutions ............................... 14  
     4.3. Additional colours for map keys ...................................... 16  
  5. Icons .................................................................................. 17  
  6. Fonts .................................................................................. 19  
     6.1. Print ........................................................................... 19  
     6.2. Online .......................................................................... 20  
  7. Use of Images ..................................................................... 21  
     7.1. Photography ................................................................... 21  
     7.2. Crediting ....................................................................... 22  
  8. Templates .......................................................................... 22  
  Annexes .................................................................................. 23  
  Annex 1: Translations of EU funding acknowledgement ........... 23  
  Annex 2 ProGIreg Word template ........................................... 26  
  Annex 3 ProGIreg PowerPoint template .................................... 38
Executive Summary

This document serves as a basis for the proGIreg corporate design. Consistent use of proGIreg corporate design elements ensures the project is consistently recognisable publicly, and supports high-quality communication and dissemination.

Front-runner cities, follower cities and all other partners should use this document as a guideline on various design elements, including the title of the project, the logo, communicating about funding, and using images and proGIreg colours and fonts.
1. Project title

1.1. Written form

When in flowing text, the project title should be written in lower case except for the G and I, as follows:

proGIreg ✔

If at the beginning of a sentence, it should be written with a capital P:

ProGIreg ✔

Any other version is incorrect:

progireg ✗

PROGIREG ✗

Progireg ✗

Progireg ✗

1.2. Spoken form

The project title is pronounced using three syllables:

- pro
- GI (pronounced with a soft ‘g’ as in ‘genius’)
- reg (pronounced with a hard ‘g’ as in ‘regular’)
2. **Funding acknowledgement and disclaimer**

2.1. **Funding acknowledgement & EU Emblem**

The funding acknowledgement for proGIreg is shown below. The funding statement should always be accompanied by the EU emblem, as follows:

![EU Emblem](image)

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no. 776528.

Translations of the Funding Acknowledgement into the project’s languages are available in Annex 1.

2.2. **Disclaimer**

The disclaimer below must also be used in all public communication:

The sole responsibility for the content of this publication lies with the authors. It does not necessarily represent the opinion of the European Union. Neither the EASME nor the European Commission are responsible for any use that may be made of the information contained therein.
2.3. Application of the EU funding statement and disclaimer

The table below shows which types of communication require the funding statement and disclaimer:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Funding statement</th>
<th>Disclaimer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media</td>
<td>✓</td>
<td>✓</td>
<td>Flag in header, shortened text in about field (Tweets/Content do/does not necessarily reflect the views of the European Commission)</td>
</tr>
<tr>
<td>Press releases</td>
<td>✓</td>
<td>✓</td>
<td>Reference to the Horizon2020 programme and the funding received should also be made within the body of the press release.</td>
</tr>
<tr>
<td>Brochures</td>
<td>✓</td>
<td>✓</td>
<td>Flag and text: example</td>
</tr>
<tr>
<td>Websites</td>
<td>✓</td>
<td>✓</td>
<td>Flag and text in footer: example</td>
</tr>
<tr>
<td>Video</td>
<td>✓</td>
<td>✓</td>
<td>Flag and text, including “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 776528”.</td>
</tr>
<tr>
<td>Business cards</td>
<td>✓</td>
<td></td>
<td>Flag and short text (Co-funded by the Horizon 2020 Framework Programme of the European Union): Example</td>
</tr>
<tr>
<td>Roll-up banners</td>
<td>✓</td>
<td></td>
<td>Example</td>
</tr>
<tr>
<td>Postcards (and other goodies: pens, keyrings etc.)</td>
<td>✓</td>
<td></td>
<td>Flag and short text (Co-funded by the Horizon 2020 Framework Programme of the European Union)</td>
</tr>
<tr>
<td>Newsletter</td>
<td>✓</td>
<td>✓</td>
<td>Flag and text: Example</td>
</tr>
<tr>
<td>Presentations</td>
<td>✓</td>
<td>✓</td>
<td>Flag and text: Example</td>
</tr>
<tr>
<td>Reports</td>
<td>✓</td>
<td>✓</td>
<td>Example</td>
</tr>
<tr>
<td>Policy documents / factsheets</td>
<td>✓</td>
<td>✓</td>
<td>Example</td>
</tr>
</tbody>
</table>
3. **Branding**

3.1. **Logo**

3.1.1. **Isotype**

The proGIreg logo image consists of a combination of curved and straight lines representing both the natural elements of nature-based solutions and straight industrial edges. The key images depicted are a factory and a leaf; the jagged roof edges of the factory can also be seen as roofs of houses, representing the community and human element to the project. The very top of the logo shows a leaf growing from a tower – or industrial chimney – representing how nature and post-industrial areas can together produce sustainable benefits for future communities.

3.1.2. **Colours**

Two green colours are used; one is a brown-green and the other a blue-green. Together they represent the combination of green infrastructure / nature-based solutions with post-industrial areas: focal themes in the project.

3.1.3. **Logotype**

The logotype is rounded, modern, clean and simple; portraying a sense of both professionalism, openness and natural simplicity or logic. Through this logotype – together with the isotype and colours – the intention is to attract industry professionals and politicians as well as local citizens.
3.2. Black and white

3.3. Positioning

3.3.1. White backgrounds

The logo should only be used on a white or light grey background.
3.3.2. Coloured backgrounds

The logo may not be used on a coloured background.

3.3.3. Photo backgrounds

The logo may not be used on photographic or any other visually detailed background.

3.3.4. Exclusion zone

The logo should always be surrounded by a clear space of at least 2 pixels to ensure it has maximum visibility and impact. No other graphic elements may be added to that surrounding zone.

3.3.5. Positioning of partner logos

When positioned together with other logos, the proGtreg logo must be positioned as the last element in the list of logos. Additionally it must be located closer to the EU emblem (and funding statement) than to the partner logos. The EU emblem should be in the bottom right hand corner and the proGtreg logo should be to the left of that.
4. Colours

4.1. Standard colours

The 12 proGIreg colours are shown below:

4.1.1. ProGIreg green

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 1</td>
<td>R 137</td>
</tr>
<tr>
<td>M 0</td>
<td>G 139</td>
</tr>
<tr>
<td>Y 96</td>
<td>B 1</td>
</tr>
<tr>
<td>K 46</td>
<td>HEX #888a05</td>
</tr>
</tbody>
</table>

4.1.2. ProGIreg dark green

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 81</td>
<td>R 14</td>
</tr>
<tr>
<td>M 0</td>
<td>G 75</td>
</tr>
<tr>
<td>Y 9</td>
<td>B 67</td>
</tr>
<tr>
<td>K 71</td>
<td>HEX #0e4a43</td>
</tr>
</tbody>
</table>
4.1.3. ProGIreg dark blue

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 94</td>
<td>R 4</td>
</tr>
<tr>
<td>M 59</td>
<td>G 26</td>
</tr>
<tr>
<td>Y 0</td>
<td>B 63</td>
</tr>
<tr>
<td>K 75</td>
<td>HEX #041a3f</td>
</tr>
</tbody>
</table>

4.1.4. ProGIreg brown

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 0</td>
<td>R 115</td>
</tr>
<tr>
<td>M 35</td>
<td>G 75</td>
</tr>
<tr>
<td>Y 68</td>
<td>B 37</td>
</tr>
<tr>
<td>K 55</td>
<td>HEX #734b25</td>
</tr>
</tbody>
</table>

4.1.5. ProGIreg rusty red

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 0</td>
<td>R 110</td>
</tr>
<tr>
<td>M 78</td>
<td>G 24</td>
</tr>
<tr>
<td>Y 96</td>
<td>B 4</td>
</tr>
<tr>
<td>K 57</td>
<td>HEX #6e1804</td>
</tr>
</tbody>
</table>

4.1.6. ProGIreg grey

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 7</td>
<td>R 124</td>
</tr>
<tr>
<td>M 2</td>
<td>G 131</td>
</tr>
<tr>
<td>Y 0</td>
<td>B 134</td>
</tr>
<tr>
<td>K 47</td>
<td>HEX #7c8386</td>
</tr>
</tbody>
</table>
4.1.7. ProGIreg orange

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 0</td>
<td>R 214</td>
</tr>
<tr>
<td>M 50</td>
<td>G 108</td>
</tr>
<tr>
<td>Y 87</td>
<td>B 28</td>
</tr>
<tr>
<td>K 16</td>
<td>HEX #d66c1c</td>
</tr>
</tbody>
</table>

4.1.8. ProGIreg yellow

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 0</td>
<td>R 248</td>
</tr>
<tr>
<td>M 4</td>
<td>G 238</td>
</tr>
<tr>
<td>Y 82</td>
<td>B 44</td>
</tr>
<tr>
<td>K 3</td>
<td>HEX #f8ee2c</td>
</tr>
</tbody>
</table>

4.1.9. ProGIreg light grey

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 1</td>
<td>R 228</td>
</tr>
<tr>
<td>M 0</td>
<td>G 230</td>
</tr>
<tr>
<td>Y 0</td>
<td>B 230</td>
</tr>
<tr>
<td>K 10</td>
<td>HEX #e4e6e6</td>
</tr>
</tbody>
</table>

4.1.10. ProGIreg blue

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 88</td>
<td>R 15</td>
</tr>
<tr>
<td>M 71</td>
<td>G 36</td>
</tr>
<tr>
<td>Y 0</td>
<td>B 125</td>
</tr>
<tr>
<td>K 51</td>
<td>HEX #0f247d</td>
</tr>
</tbody>
</table>
4.1.11. ProGIreg purple

CMYK | RGB
---|---
C 0 | R 97
M 56 | G 43
Y 31 | B 67
K 62 | HEX #612b43

4.1.12. ProGIreg red

CMYK | RGB
---|---
C 0 | R 214
M 96 | G 8
Y 96 | B 8
K 16 | HEX #d60808

4.2. Colours for nature-based solutions

Each of the eight proGIreg nature-based solutions have been allocated a colour for visual representation purposes. These can be used for example in print publications or on the website in headings or as background colours to the proGIreg coloured blocks. In the spatial analysis work where the Living Lab of each Front-Runner city is depicted, these colours can also be used for map keys to indicate where different NBS interventions are planned.

<table>
<thead>
<tr>
<th>Category</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS 1: Transforming former landfill sites</td>
<td>ProGIreg orange</td>
</tr>
<tr>
<td>NBS 2: Regenerating soil</td>
<td>ProGIreg brown</td>
</tr>
<tr>
<td>NBS 3: Community urban gardening and farming</td>
<td>ProGIreg dark green</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>NBS 4: Aquaponics</td>
<td>ProGIreg dark blue</td>
</tr>
<tr>
<td>NBS 5: Green roofs and vertical gardens</td>
<td>ProGIreg purple</td>
</tr>
<tr>
<td>NBS 6: Improving accessibility to green corridors</td>
<td>ProGIreg grey</td>
</tr>
<tr>
<td>NBS 7: Embedding NBS into urban planning</td>
<td>ProGIreg red</td>
</tr>
<tr>
<td>NBS 8: Pollinator biodiversity</td>
<td>ProGIreg yellow</td>
</tr>
</tbody>
</table>
### 4.3. Additional colours for map keys

In addition to using the colours above to indicate NBS in maps, the other four proGIreg colours can be used for other relevant information in map keys:

<table>
<thead>
<tr>
<th>Category</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road network, plots, buildings</td>
<td>ProGIreg light grey</td>
</tr>
<tr>
<td>Industrial areas</td>
<td>ProGIreg rusty red</td>
</tr>
<tr>
<td>Green interventions/nature-based solutions</td>
<td>ProGIreg green</td>
</tr>
<tr>
<td>Rivers, lakes, seas and other water bodies</td>
<td>ProGIreg blue</td>
</tr>
</tbody>
</table>
## 5. Icons

The following icons can be used as visual representation of the eight nature-based solutions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS 1: Transforming former landfill sites</td>
<td><img src="image1.png" alt="Icon" /></td>
</tr>
<tr>
<td>NBS 2: Regenerating soil</td>
<td><img src="image2.png" alt="Icon" /></td>
</tr>
<tr>
<td>NBS 3: Community urban gardening and farming</td>
<td><img src="image3.png" alt="Icon" /></td>
</tr>
<tr>
<td>NBS 4: Aquaponics</td>
<td><img src="image4.png" alt="Icon" /></td>
</tr>
<tr>
<td>NBS 5: Green roofs and vertical gardens</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>NBS 6: Improving accessibility to green corridors</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>NBS 7: Embedding NBS into urban planning</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>NBS 8: Pollinator biodiversity</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
</tbody>
</table>
6. **Fonts**

Consistency in usage of fonts is essential for a distinctive project look and feel. For Microsoft office, ARIAL (both in regular and in bold) must be used. For desktop publishing and online purposes, the designated font is COMFORTAA LIGHT and COMFORTAA BOLD.

6.1. **Print**

6.1.1. **Microsoft office documents: Arial**

For Microsoft office the main font used is Arial.

**Bold**

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
anbcdefghijklmnopqrstuvwxyz
```

**Regular**

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
```

6.1.2. **Desktop publishing: Comfortaa**

For Microsoft office the main font used is Comfortaa:

**Comfortaa-light**

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
```

**Comfortaa Bold**

```
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
```
6.2. Online

For online purposes the main font is Comfortaa:

**Comfortaa-light**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

**Comfortaa Bold**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
7. Use of Images

7.1. Photography

Photography is a powerful way of conveying proGlreg’s key messages and themes. Images should be in natural light and where possible, match the tones of the proGlreg colours. They should also include the following elements:

- Nature-based solutions and green infrastructure
- Industry, ideally within green surroundings
- People interacting
- Local communities
- City skylines and iconic buildings
- Satellite images, ideally showing blue and green infrastructure

Examples:
7.2. **Crediting**

Partners are responsible for model release forms and ensuring consent has been given by all (recognisable) individuals in images used. Partners are also responsible for ensuring that copyright for use of the photos has been granted.

The following format should be used for crediting photos: Photo title, author, licensed under xxx (if applicable).

8. **Templates**

Templates in Word and PowerPoint are available for partners to use and adapt to their needs. The title pages and slides include photos representing key proGIreg themes. Examples of how the template title pages and slides should look are shown below:

Word template example

PowerPoint template example

The Word template is available as Annex 2 and the PPT in Annex 3.
Annexes

Annex 1: Translations of EU funding acknowledgement

In the case of publications, documents or materials produced in the projects’ local languages, the funding acknowledgement should be included in the local language.

1. DE: Hinweis auf die Förderung durch die EU – Pflicht zur und Recht auf Nutzung des EU Emblems

Außer wenn die Agentur etwas anderes verlangt oder genehmigt oder es unmöglich ist, muss bei allen Kommunikationsaktivitäten im Zusammenhang mit der Maßnahme (auch in elektronischer Form, über soziale Medien usw.) und allen Infrastrukturen, Ausrüstungsgütern und bedeutenderen Ergebnissen, die durch die Finanzhilfe finanziert werden,

(a) das EU-Emblem gezeigt und

(b) folgender Text veröffentlicht werden:

Bei Kommunikationsaktivitäten: „Für dieses Projekt wurden im Rahmen der Finanzhilfevereinbarung Nr. 776528 Fördermittel aus dem Programm der Europäischen Union für Forschung und Innovation „Horizont 2020“ bereitgestellt."

2. EL: Πληροφόρηση σχετικά με τη χρηματοδότηση από την ΕΕ — Υποχρέωση και δικαίωμα χρήσης του εμβλήματος της ΕΕ

Εκτός εάν ο Οργανισμός ζητήσει ή συμψηφιστεί σε κάτι διαφορετικό ή εκτός εάν είναι ανέφικτο, κάθε επικοινωνιακή δραστηριότητα που σχετίζεται με τη δράση (και σε ηλεκτρονική μορφή, μέσω των μέσων κοινωνικής δικτύωσης, κ.λπ.), καθώς και κάθε υποδομή, εξουσιοδότηση και μείζονος σημασίας αποτέλεσμα που χρηματοδοτείται με την επιχορήγηση, πρέπει:

α) να εμφανίζουν το έμβλημα της ΕΕ και

β) να περιλαμβάνουν το ακόλουθο κείμενο:

Για τις επικοινωνιακές δραστηριότητες: «Το έργο αυτό χρηματοδοτήθηκε στο πλαίσιο του προγράμματος έρευνας και καινοτομίας της Ευρωπαϊκής Ένωσης «Ορίζων 2020» βάσει της συμφωνίας επιχορήγησης αριθ. 776528.»

3. ES: Información sobre la financiación de la UE — Obligación y derecho de utilizar el emblema de la UE
A menos que la Agencia solicite o acepte otra cosa, o que resulte imposible, cualquier actividad de comunicación relacionada con la acción (incluso en formato electrónico, a través de los medios de comunicación social, etc.) y cualquier infraestructura, equipo o resultado importante financiados por la subvención deberán:

a) exhibir el emblema de la UE; e

b) incluir el texto siguiente:

En el caso de las actividades de comunicación: «El presente proyecto ha recibido financiación del Programa de Investigación e Innovación Horizonte 2020 de la Unión Europea en virtud del Acuerdo de subvención nº 776528».

4. IT: Informazioni sui finanziamenti UE — Obbligo e diritto di utilizzare il simbolo dell’UE

Salvo se diversamente concordato o richiesto dalla Agenzia o a meno che non sia possibile, qualsiasi attività di comunicazione legata all’azione (anche in formato elettronico, attraverso i mezzi di comunicazione sociali, ecc.) e le infrastrutture, le attrezzature e i principali risultati finanziati dalla sovvenzione devono:

(a) esporre il simbolo dell’UE e

(b) contenere il testo seguente:

Per le attività di comunicazione: "Questo progetto ha ricevuto finanziamenti dal programma di ricerca e innovazione Orizzonte 2020 dell’Unione europea in virtù della convenzione di sovvenzione n. 776528".

5. RO: Informarea cu privire la finanțarea din partea UE — Obligația și dreptul de utilizare a emblemei UE

Cu excepția cazului în care Agenția solicită sau convine altfel sau în care acest lucru este imposibil, orice activitate de comunicare privind acțiunea (inclusiv pe cale electronică, prin platformele sociale etc.) și orice infrastructură, echipamente sau rezultate majore finanțate de grant trebuie:

(a) să afișeze emblema UE și

(b) să includă următorul text:

Pentru activitățile de comunicare: „Acest proiect a primit finanțare din partea Programului Uniunii Europene pentru cercetare și inovare Orizont 2020 în temeiul acordului de grant nr. 776528”.
6. HR: Informiranje o financijskim sredstvima EU-a – obveze i pravo uporabe simbola EU-a

Osim ako [Komisija][Agencija] zatraži ili se dogovori drugačije ili osim ako je to nemoguće, u svim komunikacijskim aktivnostima povezanima s aktivnošću (uključujući i elektroničkom obliku, na društvenim mrežama itd.) i na svoj infrastrukturi, opremi i važnijim rezultatima koji se financiraju bespovratnim sredstvima, mora se:

(a) prikazati simbol EU-a i

(b) navesti sljedeći tekst:

Za komunikacijske aktivnosti: „Ovaj projekt financira sredstvima iz programa Europske unije za istraživanja i inovacije Obzor 2020 na temelju sporazuma o dodjeli bespovratnih sredstava br. 776528”.

7. PT: Informação sobre o financiamento da UE — Obrigação e direito de utilização do emblema da UE

Salvo solicitação ou acordo em contrário da [Comissão][Agência] ou caso seja impossível, qualquer atividade de comunicação relacionada com a ação (incluindo em formato eletrónico, através dos meios de comunicação social, etc.) e quaisquer infraestruturas, equipamentos e resultados importantes financiados pela subvenção devem:

(a) Incluir o emblema da UE e

(b) Conter a seguinte menção:

No caso das atividades de comunicação: «Este projeto beneficiou de financiamento do Programa-Quadro de Investigação e Inovação Horizonte 2020 da União Europeia ao abrigo da convenção de subvenção n.º 776528». 
Document title
Subtitle

Work package:
Dissemination level:
Lead partner:
Author:
Due date:
Submission date:
<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable No.</td>
<td>123</td>
</tr>
<tr>
<td>Work Package</td>
<td></td>
</tr>
<tr>
<td>Dissemination Level</td>
<td>PU/CO etc.</td>
</tr>
<tr>
<td>Author(s)</td>
<td>Name, surname, partner organisation</td>
</tr>
<tr>
<td>Co-Author(s)</td>
<td>Name, surname, partner organisation</td>
</tr>
<tr>
<td>Date</td>
<td>Day/Month/Year</td>
</tr>
<tr>
<td>File Name</td>
<td>DX.X_Title_proGIreg_Partner_Year-Month-Day</td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>Reviewed by (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Information to be used for citations of this report</td>
<td>Author surname, initial; Author 2 surname, initial. (Year): Deliverable title, Deliverable No., proGIreg. Horizon 2020 Grant Agreement No 776528, European Commission, page number pp.</td>
</tr>
</tbody>
</table>

CONTACT:

Email: info@proGIreg.eu
Website: www.proGIreg.eu

This document has been prepared in the framework of the European project proGIreg. The sole responsibility for the content of this publication lies with the authors. It does not necessarily represent the opinion of the European Union. Neither the EASME nor the European Commission are responsible for any use that may be made of the information contained therein.

This project has received funding from the EU’s Horizon 2020 research and innovation programme under grant agreement no. 776528.
Contents

Contents................................................................................................................................................. 2
Document revision history .................................................................................................................... 4
Partner organisations ............................................................................................................................ 4
Abbreviations .......................................................................................................................................... 4
Executive Summary ............................................................................................................................... 5
1. Introduction.............................................................................................................................................. 6
  1.1. Introduction......................................................................................................................................... 6
2. Styles: this is the ‘proGIreg_headline1’ style......................................................................................... 6
  2.1. Using proGIreg styles: this is the ‘proGIreg_headline2’ style ......................................................... 6
  2.2. Automatic numbering....................................................................................................................... 6
  2.3. If you prefer a heading without numbering you can use any of the following styles: ....... 7
  2.4. Hyperlinks.......................................................................................................................................... 7
  2.5. Footnotes ......................................................................................................................................... 7
  2.6. Special options ............................................................................................................................... 7
3. Tables..................................................................................................................................................... 8
4. Information boxes ............................................................................................................................... 9
5. Using images......................................................................................................................................... 10
6. Table of Contents ............................................................................................................................... 10
  6.1. Tables of figures and tables............................................................................................................ 10
7. Checklist before finishing................................................................................................................... 11

Figures

Figure 1. Picture name | Copyright information and photographer......................................................... 10
Figure 2. Picture name | Copyright information and photographer......................................................... 10
Tables

Table 1. Table title ........................................................................................................... 8
Table 2. Table title ........................................................................................................... 8
Table 3 ............................................................................................................................... 8
Table 4 ............................................................................................................................... 9
## Document revision history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Modification reason</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Partner organisations

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Short name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RWTH</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Abbreviations

ProGIreg: productive Green Infrastructure for post-industrial urban regeneration
Executive Summary

This template shows by example how proGIreg Word Documents should look. It also provides guidance on how to best use it. Firstly, ensure you have opened a new document by right clicking on the file and then choosing ‘New’. This means you have a new document based on the template (but you are not amending the template).

This short executive summary section should be considered public (this text can be posted onto the website or added to other documents where necessary).
1. Introduction

1.1. Introduction

All proGIreg Word documents should contain the completed title page and second page as laid out in this template. The rest of the document should follow this example using the styles presented here.

2. Styles: this is the ‘proGIreg_headline1’ style

2.1. Using proGIreg styles: this is the ‘proGIreg_headline2’ style

The toolbar ‘Styles’ has all the styles that are necessary to work in this document without ever having trouble with the formatting. You can find it under the ‘Home’ tab, to the right of the toolbar. You will never have to change the font type, size or colour yourself; instead you can select the style you need from the Styles toolbar.

This style is called ‘proGIreg_standard text’. Normal text is the formatting option that should always be used for the main text formatting. This should be over 90% of your document.

If you paste in text from another document make sure you paste it in as plain text (to avoid merging formatting from another document with this one) and then choose the correct style.

You can find out if ‘proGIreg_standard text’ is active by looking at the ‘Styles’ section of the toolbar (or you may have to click on the small arrow at the bottom right-hand corner of the section to see all styles); if it has a border, it means that that text style is active.

2.2. Automatic numbering

The ‘headline’ styles have automatic numbering.

2.1.1. This style is the third numbering style. It’s called ‘proGIreg_headline3’

This is the ‘proGIreg_standard text’ again.
2.3. If you prefer a heading without numbering you can use any of the following styles:

proGIreg_headline1 without numbers

proGIreg_headline2 without numbers

They could be used for heading before and after the main content of the document. For example in the headings of ‘Executive summary’ and for the headings of the annexes.

2.4. Hyperlinks

If you include hyperlinks in the text, you should ensure they are in the hyperlink style, which looks like this: progireg@iclei.org

2.5. Footnotes

Footnotes look like this¹.

2.6. Special options

2.6.1. Bullet points

To use bullet points you can use the following styles:

- proGIreg_bullet list 1
  - proGIreg_bullet list 2
    -> proGIreg_bullet list 3

2.6.2. Numbered lists

If you have a numbered list you can use any of the styles shown here:

1. proGIreg_numbering 1

¹ This is a footnote so use the style ‘proGIreg_footnote’
3. Tables

Here are some options for table styles. To label a table correctly you can use the style ‘proGIreg_table caption’

Table 1. Table title

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Content</td>
</tr>
</tbody>
</table>

Table 2. Table title

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading</td>
<td>Content</td>
</tr>
</tbody>
</table>

Table 3

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Content</td>
</tr>
</tbody>
</table>
4. **Information boxes**

Here are some information boxes you can use to highlight key text:

**CROSS HEADING INFORMATION BOX**

Information Box, Information Box. Information Box, Information Box, Information Box.

**CROSS HEADING**

Information Box

Information Box, Information Box.

Information Box,
5. **Using images**

To label an image correctly you can use the style ‘proGlreg_figure caption’.

![Figure 1. Picture name | Copyright information and photographer](image1.jpg)

![Figure 2. Picture name | Copyright information and photographer](image2.jpg)

6. **Table of Contents**

If the different styles have been correctly selected from the styles options, the table of contents can be easily updated by placing the mouse over the table of contents block and with a right click of the mouse, selecting ‘update fields’ and ‘update the whole table of contents’.

6.1. **Tables of figures and tables**

You can follow the same procedure as above for updating the tables of figures and tables.
7. Checklist before finishing

1. Have you used only proGIreg styles for the main text (all styles starting with proGIreg)?

2. Did you update the table of contents and tables of figures and tables?

3. Did you rename the footer so that it is the title of the document (and not “proGIreg Word template”)?

4. Do you have permission to use and images included?

5. Did you credit the images correctly?
This project has received funding from the European Union’s Horizon 2020 Innovation action programme under grant agreement no. 776528.

CONTACT:
Email: info@proGIreg.eu
Website: www.proGIreg.eu

The sole responsibility for the content of this publication lies with the authors. It does not necessarily represent the opinion of the European Union. Neither the EASME nor the European Commission are responsible for any use that may be made of the information contained therein.