Step-by-Step Guide to Creating Your Event

Thank you for your interest in adding your events to our #IAW2024 Global Agenda. Your participation helps us create an international celebration that showcases our global presence and reinforces the essential role archives play in empowering societies to make informed decisions, fostering transparency, and preserving cultural heritage.

Below, you will find the three main steps you need to take to post your event:

**Step 1 / Create your account in Open Agenda and enter your details**

Log in at Open Agenda by clicking the following link: https://openagenda.com/international-archives-week-2024/signin?redirect=L2ludGVybmF0aW9uYWwtYXJjaGl2ZXN0b3Jnc2Vlay0yMDI0L2NvbnRyYW1dGUuZXZlbnQ%3D

In this page, please enter your details, which will be visible to our moderators (organization, phone number, name, position, email).
Step 2 / Create your event

**Image:** Select the banner image for your event.

**Language:** Select your preferred language for presenting your event.
ICA Members: Click on the checkbox if you are an ICA member.

☐ Are you member of ICA?

Description: Enter the following information:

- Title of your event (be careful not to exceed the 150-character limit).
- A short description for your event (be careful not to exceed the 200-character limit).
- A description of the length of your event (be careful not to exceed the 10,000-character limit).
**Attendance conditions:** Enter the conditions of your event, whether it's free entry or by registration, etc. (be careful not to exceed the 255-character limit) and indicate any links or contact details that may be useful for the event, and whether it includes accessibility features.

**Location:** Indicate whether the event will take place in-person, online, or both. If the event will take place in-person, please indicate the address.

You can add a new location by clicking on “create a new location”.
You will then be asked to add an address to create the location of your event or your institution.

If the event is held online, please fill in the link to follow the event.
If the event is a combination of in-person and online, please provide both the address and access link.

**Date and time:** Indicate the date and time of your event.

After filling out these fields, you can create your event or save a draft.
**Step 3 / Publication of your event**

If you create your event, this means that your event has been submitted and is being moderated. You will be notified by email when it will be published.

If you need to contact the agenda administrators, do not hesitate to contact us at webmaster@ica.org