

Step-by-Step Guide to Creating Your Event

Thank you for your interest in adding your events to our [#IAW2026 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.

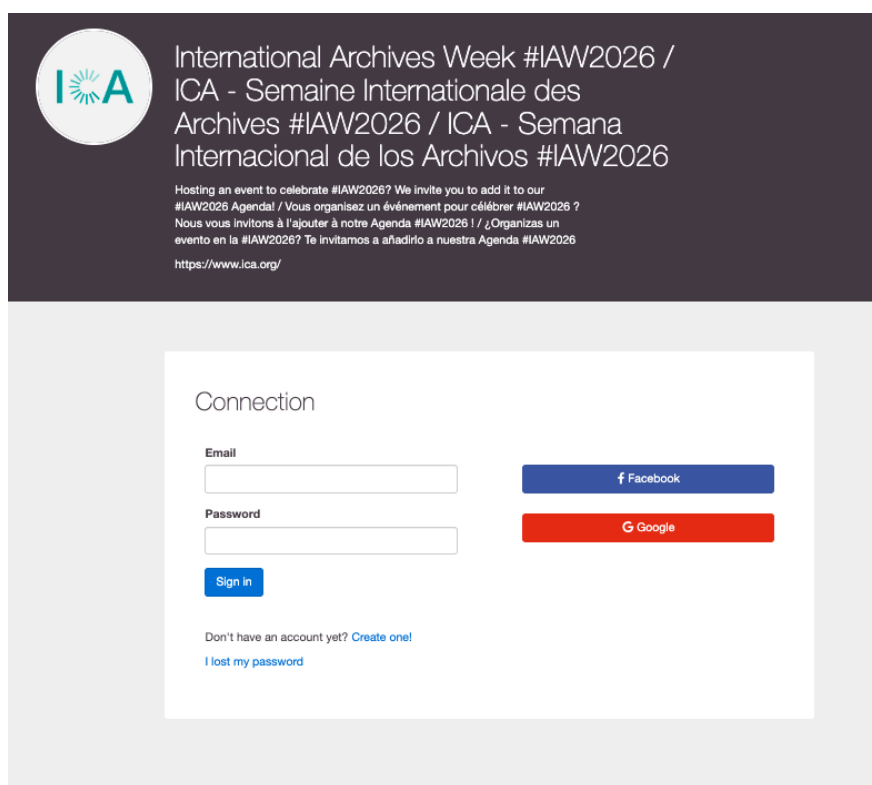
Discover all news and information about **International Archives Week 2026** by [clicking here](#).

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/en/international-archives-week-iaw2026>



The screenshot shows a dark header with the ICA logo and text in three languages: English, French, and Spanish, all referring to International Archives Week #IAW2026. Below the header is a white login form titled 'Connection'. It contains two input fields for 'Email' and 'Password', a 'Sign in' button, and two social login buttons for 'Facebook' and 'Google'. At the bottom of the form, there are links for 'Don't have an account yet? Create one!' and 'I lost my password'.

In this page, please enter your details, which will be visible to our moderators (organisation, phone number, name, position, email).

Add an event

1 Member form ——— 2 My event ——— 3 Confirmation

Welcome !

Present yourself to the agenda administrators before starting typing your events

Check the information on the processing of personal data by ICA
<https://www.ica.org/governance-operational/ica-secretariat/data-processing-ica/>

Organisation (Required field)

Telephone (Required field)

Valid characters: digits, space, -, + ou ()

Name Surname (Required field)

Position in the organization (Required field)

Email (Required field)

[Save](#)

Step 2 / Create your event

Image: Select the banner image for your event.

Add an event

1 Member form ——— 2 My event ——— 3 Confirmation

Image of the event

Load an image of at least 300 pixels width

Upload an image

Accepted files: .jpg, .bmp, .png, .jpeg, .webp

Image credits

255

Language: Events can be conducted in English, French or Spanish. Likewise, the form can be filled out in one of these three languages.

Input languages

 |

ICA Members: Indicate your ICA membership number if you are an ICA member.

If you are an ICA member, please indicate your ICA membership number here:

10

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).


Title (Required field)

Title of your event 150

Short description (Required field)

A short description of your event 200

Long description

Title Sous-title **B** *I* ☰ 🔗 

Type in a detailed description of your event.

10000

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.

Attendance conditions, pricing

Free access, registration required, other... 255

Registration

Links, emails or phone numbers

Separate each item with tabs or commas

Accessibility conditions

This event has amenities to facilitate accessibility

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.

Attendance mode (Required field)

- In situ
 Online
 Mixed

Location (Required field)

If no location matches the name, add a new location by clicking on 'Create a new location'

Access link (Required field)

You can add a new location by clicking on “create a new location”.

Location (Required field)

National Archives of UK
Bessant Dr, Richmond TW9 4DU, United Kingdom

Gerona
Plaça de Sant Josep, 1, 17004 Girona, Spain

hague
Eisenhowerlaan 73

Paris
60 Rue des Francs Bourgeois, 75003 Paris

Create a new location

You will then be asked to add an address to create the location of your event or your institution.

Free access, registration required, online

Create a location

Define the name, address and exact location of the place

Name of the location

Country (Required field)

Address

Region: Department: Intercommunality: City:

adminLevel5: District: Postal code:

INSEE code:

If the event is held online, please fill in the link to follow the event.

Access link (Required field)

A valid link must be input

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. The time will be in your time zone.

Timings (Required field) [Help](#)

Specify timings for your event

Click and drag on the grid to set a timing

< >

June

2026

	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday	Sunday
	8	9	10	11	12	13	14
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

[Define a recurrence](#)

800

Please note: Events **must** occur between **Monday, 1 June and Friday, 19 June 2026**.

After filling out these fields, you can create your event or save a draft.


Save as draft

Create the event

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.

Add an event

1 Member form — 2 My event —  Confirmation

Your event has been submitted and is being moderated. You will be notified by email when it will be published.

[View my event](#)

[Add another event](#)

[Duplicate event](#)

[List all my events](#)

[Contact the agenda administrators](#)

Please note: Submissions which are considered inappropriate will not be accepted.

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