Urban Thinkers Campuses Event Description Form

Details required for your UTC on the WUC and UN-Habitat websites

Each approved Urban Thinkers Campus will be featured in the calendar of events on the UN-Habitat and the World Urban Campaign websites. For this purpose, all Urban Thinkers Campus organizers must provide the following information as soon as possible, but no later than six (6) weeks before their events commences. Please note that the correctness of the information posted on the WUC and UN-Habitat websites and outreach materials is subject to the UTC hosts' input and communication with the WUC Secretariat.

1. EVENT TITLE

Please provide the exact title of your Urban Thinkers Campus as indicated in your application to host an Urban Thinkers Campus. If you have changed the title of your event, please notify the WUC Secretariat.

2. DATE & TIME

Please provide the date and time of your Campus. Should the date and time of your Campus have changed since your application and approval by the World Urban Campaign Standing Committee, please notify the WUC Secretariat.

3. LOCATION / VENUE

Please provide the exact location (address and venue name) of your Campus. This section will be linked to a google map.

4. GENERAL INFORMATION

Please provide a narrative of the Campus in English (maximum 150 words) which summarizes the events planned and gives a general overview of your campus and its theme.

5. LIST OF SPEAKERS & MODERATORS

When available, please provide the full names of confirmed speakers and moderators as well as the name of the organization they are affiliated with. This point is not mandatory, provided the information is made available through an external web link (see also point 7).

6. CONTACT

Please provide an official contact person/focal point with a contact email address/phone number(s)/web link where interested stakeholders, the media, and the general public can find more information on your event. Without this information, the WUC Secretariat cannot promote your UTC.

7. WEBLINK

Please provide a web link which contains the following information on your Campus:

i.)   General information about your Campus and the host(s)
ii.)   Event programme (must be submitted to the WUC Secretariat beforehand[1])
iii.)   Participation & registration modalities (open to all, no entry fee).

It is highly recommendable to set-up an own UTC website. If this is not possible, the UTC host is encouraged to set up a UTC page on their organizations website.

8. SOCIAL MEDIA

Please information on the social media channels through which you will be communicating about your Campus (if applicable). Please note that the official hashtag for all Urban Thinkers Campuses is **#UrbanThinkers.** The WUC is also on Social Media, and will communicate on your UTCs (provided this form has been submitted to us):

-   Follow us on Twitter @urbancampaign
-   Follow us on LinkedIn (World Urban Campaign)
-   Subscribe to our Youtube Channel (World Urban Campaign)

9. LOGO(S) OF UTC ORGANIZER(S)

Please provide the logo(s) of the Urban Thinkers Campus Organizer(s), and (if applicable) your UTC partners and sponsors. The logos should ideally be submitted in JPEG or GIF format.

Please note: the above information must be made available in English, with optional translation into either French, Spanish, Arabic, Chinese or Russian.

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[1] All UTC hosts are required to share their programme with the WUC Secretariat at their earliest convenience, for review and discussion. The UTC model outlined in the Guide to UTCs (application documents) must be followed, as this model is a mechanism, approved by the WUC Standing Committee and the General Assembly of Partners (GAP), for partners to contribute to the New Urban Agenda and Habitat III.