

# International Student Week in Ilmenau 2019

17th – 26th May 2019

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## ISWI 2019 Promoters – Do's and Don'ts

*To ensure a smooth process of promoting the conference, we would please you to follow this list of Do's and Don'ts. Our aim is to avoid confusion and misinformation as well as legal difficulties.*

### Do's

We will be happy to provide you with all needed information material to help us in promoting ISWI 2019. After your successful registration you will receive a link to a Download Area, where you will find the full promotion tool kit.

Feel free to share and spread this content on your preferred platforms and channels. Be aware that our target group are students, that will still be registered as students in Mai 2019.

Hence you are invited to

- share the given information material on pinboards, Social Networks, Websites, E-Mails/Newsletters, distribute posters in and around universities
- spread E-Mails to potential supporters (universities, student organizations, NGOs, cultural organizations, etc.)
- hold short presentations and organize info stands or events, e.g. at universities
- print information material (e.g. posters) and spread on black boards in appropriate places, where students frequently pass by
- present yourself on social media (also on ISWI's social media) to present yourself as a promoter of ISWI 2019, also in order to motivate others to become a promoter
- inform us **shortly** about your promotion activities by sending an E-Mail to [anni.junge@iswi.org](mailto:anni.junge@iswi.org) so we can keep our database updated and avoid double advertisement

### Don'ts

- After receiving our information material, do not change, delete or add any content. If you feel that some information is needed, should be taken off or added, please you're your suggestion to [info@iswi.org](mailto:info@iswi.org).
- We can imagine that you might be facing questions from your audience and during the promotion process. If you receive questions, please do **always** direct to our website [2019.iswi.org](https://2019.iswi.org) and our official contact address for questions: [info@iswi.org](mailto:info@iswi.org)
- Please read the **general FAQ** (<https://2019.iswi.org/participate/faq/>) carefully, in order to be able to give basic answers. But also if you do so, do not forget to direct and refer to our official website.
- Please be aware that you are no official spokesman or ambassador of ISWI e.V. Do not give out information as such in order to avoid legal difficulties.