Guideline for Submitting Events
Content

Introduction: how to add events to the platform ................................................................. 3

1. Start by logging into socialprotection.org ........................................................................ 3

2. You can add an event in two different ways: ...................................................................... 3
   2.1 Option 1: through the ‘Share’ button .............................................................................. 3
   2.2 Option 2: directly through the feature ............................................................................ 5

Event Form .................................................................................................................................. 7
Introduction: how to add events to the platform

1. Start by logging into socialprotection.org
   - If you don’t have an account yet, create one by clicking on the ‘Join’ button.

2. You can add an event in two different ways:

   2.1 Option 1: through the ‘Share’ button
      - Mouseover the ‘Share’ icon on the menu toolbar and choose the option ‘Events’ from the dropdown menu.
      You can also simply click on the ‘Share’ icon.
• If you chose to click on the ‘Share’ column, you will be redirect to the page below to select the content you wish to add:

2.2 Option 2: directly through the feature
• Click on ‘Discover’. 
• Click on ‘Events’.

• Then click on the ‘Add Event’ button that will appear on top of the page.
Event Form

Remarks:
- Please be aware that the socialprotection.org team will review your submission before it is published. Once your content has been approved and published, you'll receive a notification.
- All fields in the submission form that are marked with an asterisk are required; as for those that are not, try to fill as many as possible.

<table>
<thead>
<tr>
<th>1. Language</th>
<th>Select the language of the content which relates to the event.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>Selected Language</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>English</td>
<td>French</td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
</tr>
<tr>
<td><strong>2. Title</strong></td>
<td>If the spoken language of the event is not available, it can be mentioned in the <strong>Description</strong> field (see item 3).</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Write the name of the event. If the event is online, include “Online Event” before the title.</td>
</tr>
<tr>
<td>Example:</td>
<td>Example: <strong>Online Event: 2021 Social Policy in Africa Conference</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3. Description of the Event</strong></th>
<th>Copy and paste the available description about the event from its website.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If the participation in the event is not for free, include the following disclaimer:</td>
</tr>
<tr>
<td></td>
<td><strong>“</strong> Please note that the event described in this page is not free. <strong>”</strong></td>
</tr>
</tbody>
</table>

**Switch to plain text editor**
4. **Event Dates**

If the event lasts for several days, tick ‘Show End Date’; if no specific time is mentioned, click ‘All Day’.

Both boxes can be ticked at the same time, in the case of an event that would last for several days, but with no time mentioned.

5. **Event Link**

Link to the institutional page of the event.

6. **Tags**

Insert relevant tags separated by commas.

7. **Image**

Download the image of the event (right-click on the image and choose ‘save image as’) and upload it. If no image is available for the event, include an appropriate photo.
respecting the authorial rights and including the credits.

<table>
<thead>
<tr>
<th>8. Event Location</th>
<th>The ‘Location’ section refers to the place where the event takes place. In the case of a virtual event, tick the ‘Global’ checkbox. The ‘Regional Focus’ section refers to the regional coverage of the event. For instance, in the case of an event about Brazil taking place in Germany, tick ‘Germany’ for ‘Event Location’ and ‘Latin America &amp; Caribbean’ for ‘Regional Focus’.</th>
</tr>
</thead>
</table>

| 9. Classification of the Event | All the content in socialprotection.org must be about social protection. |
To classify content, the platform uses a comprehensive taxonomy, which lists a wide range of categories divided by four main fields: Social Protection Programmes; Social protection Building Blocks, Social Protection Approaches, Cross-cutting Areas. To understand the taxonomy, please refer to the [Content Classification Guidelines](#).

It is not necessary to fill all these four fields (in case the event does not address all these components). However, if you are not able to mark any category within the fields Social Protection Programmes, Social Protection Building Blocks or Social Protection Approaches, it is likely that the content is **not** related to social protection. Likewise, if you are only able to relate the content to categories within the Cross-cutting Areas filed, the content is probably also **not** about social protection.

### Social Protection Programmes
- [ ] Social assistance
- [ ] Social insurance
- [ ] Labour market / employment programmes

### Social Protection Building Blocks
- [ ] Policy
- [ ] Programme design
- [ ] Programme implementation
- [ ] Programme performance / impact analysis

### Social Protection Approaches
- [ ] Adaptive social protection
- [ ] Child-sensitve social protection
- [ ] Gender-sensitive social protection
- [ ] Informal social protection
- [ ] Political economy
- [ ] Programme graduation
- [ ] shocks-responsive social protection
- [ ] Social protection determinants and features
- [ ] Social Protection Floors
- [ ] Social protection systems
- [ ] Sustainable livelihoods
- [ ] Universal Social Protection

### Cross-Cutting Areas
- [ ] Agriculture and rural development
- [ ] Child Protection
- [ ] Consumption and expenditure
- [ ] Disability
- [ ] Education
- [ ] Emergency response and Disaster Risk Management
- [ ] Environment and Climate change
- [ ] Financial sector and inclusion
- [ ] Food and nutritional security
- [ ] Gender
- [ ] Global Development Agenda (SDGs / MDGs)
- [ ] Health
- [ ] Housing and infrastructure
- [ ] Human capital
- [ ] Human rights
- [ ] Humanitarianism
- [ ] Social protection
- [ ] Inclusive growth
- [ ] Inequality
- [ ] Labour market / employment
- [ ] Microfinance
- [ ] Migration
- [ ] Primary education
- [ ] Productive / Economic inclusion
- [ ] Resilience
- [ ] South-South cooperation
- [ ] Water, sanitation and hygiene
When classifying your content be as specific as possible. Do not mark all words used in the content but analyse what are the main topics and subjects of the content.

| 10. Organisers | 1. Select the Organiser type (multiple checkboxes can be ticked).  
|                | 2. A field will appear at the bottom. As you fill it, the name of the institution will appear, and you will be able to select the one you want from the list.  
|                | If the institution you are looking for is a ministry or government body, write first the name of the country followed by ‘– Government Profile’. |

| 11. Contacts   | Fill these fields with the email or phone number of the event’s focal point, if available. |
|                | **Contact E-mail**  
|                | **Contact Phone** |
| 12. **Save** | Save your form and wait for the socialprotection.org team to approve it. |