

ADDING EVENTS

Field names	Content guidelines	Values/Validation	DC, Vcard, etc.	Type	Mandatory
Event's Short Name (Acronym)	Acronym in capital letters (e.g., SINEX 2002). Do not use brackets or quotation marks		DC_Title_Alternative	Text	
Title	Title of the event. Omit all initial articles such as: the, a, an. Do not put the title in brackets or quotation marks. Please indicate edition in figures (e.g., 3rd Conference on Groundwater Quality)		DC_Title	Text	Yes
Theme(s)	To help us with the classification of this event please provide a set of keywords reflecting the main contents of the event or some aspects that you want to highlight. Separate them by comma.		DC_Subject	Text	Yes
Summary	Sub-title or brief introduction to the event contents (max. 10-15 words)		WP_Description_Alternative	Text	
Long description	Concise description of the event (Include the main themes covered). Avoid qualitative statements. Please check for grammar and spelling errors before posting it (copy and paste the text in a text editor – such as Microsoft Word - and use the spell check).		DC_Description	Text area	Yes
Starting date		Format automatically validated	DC_date_start	Date (Drop Down menus)	
End date		Format automatically validated	DC_date_end	Date (Drop Down menus)	
Language(s)	Language(s) in which the event will take place.	ISO list of country names	DC_language	Drop down menu (multiple choice)	
Venue	Place, City, Country (e.g. Hilton Hotel, Rome, Italy)		WP_location	Text	
Organizer(s)	Entity or entities in charge of the organization of the event. If one particular division is responsible for it, enter the name of the organisation followed by the name of the division (e.g., Ministry of the Environment. Water Ressources Secretariat).		DC_creator	Text	

Geographical coverage	Indicate the geographical coverage of the event	<ul style="list-style-type: none"> • Global • Regional • International • National • Basin • Local 	DC_Coverage_Spatial	Drop-Down menu	
Region covered	If geographical coverage = regional, please indicate region name	Controlled list of regions	WP_Coverage_Spatial_Region	Drop-Down menu	
Country or Countries covered	If geographical coverage = national or international, please indicate countries covered	ISO country names	DC_Coverage_Spatial_ISO3166	Drop-Down menu (multiple choice)	
Basin name	If the organization is geographically related to a transboundary basin, please select basin name	List of basins	WP_Coverage_Spatial_Basin	Drop-Down menu	
Place name	If geographical coverage = local, please indicate place name followed by province/state and country name (e.g., San Isidro, Madrid, Spain)		WP_Coverage_Spatial_Local	Text	
Web address	Please provide the exact web address where additional information about the event can be found. If the website uses frames, position your mouse over the text, click on the right button, cut and paste the address indicated on 'Properties'.	Format automatically validated as Web address	DC_Identifier_URL	Text	
Language(s)	Language(s) in which the event will take place.	ISO list of languages	DC_Language	Drop-Down menu (multiple choice)	
Contact name	First name Last name - (e.g., Susan Anderson) or name of the organization. If one particular division is responsible for it, enter the name of the organisation followed by the name of the division (e.g., Ministry of the Environment. Water Division)				
Contact email	(e.g., groundwater2003@gl.it)	Format automatically validated as email address	Vcard_Email	Text	