

## Guidelines for Your City Presentation to the ECCAR Steering Committee and Required Materials

### Key Questions for Your Presentation

Your presentation should focus on the following key questions:

1. Why does your city/municipality wish to join ECCAR?
2. Which department/division within your city/municipality administration is responsible for local work to combat racism?
3. Which measures, projects or initiatives to combat racism is your city/municipality particularly proud of?
4. What is currently the greatest challenge for your city in the field of (anti-)racism?
5. What can other cities learn from you?
6. What would you like to learn from other ECCAR member cities?
7. What do you hope to gain from ECCAR membership, and what are your expectations?

### Formal Requirements for Your Presentation

- Your presentation must not exceed five minutes!
- Simultaneous interpretation into German, French, and English will be provided throughout the Steering Committee meeting. You may deliver your presentation in one of these three languages. All written text on your presentation slides must be in English.

### Additional Information and Materials required

Please submit the following information and materials:

- contact persons and email addresses to be included in the ECCAR mailing and list.
- Email address(es) to which future invoices for the membership fee should be sent.
- Information for your city profile [on our website](#):
  - A high-resolution image of your city/municipality (format: 1050 x 251).
  - The postal address of your city/municipality administration.
  - The link to your city's/municipality's official website.
  - Any additional information/material related to your city's anti-racism work.
- For ECCAR's social media communication
  - An overview of your city's/municipality's official social media channels.
  - A high-resolution image of your city/municipality in portrait format.

Please send all the requested information and materials listed above, as well as your presentation in PowerPoint and PDF format, **no later than one week before** the Steering Committee meeting, by email to [office@eccar.info](mailto:office@eccar.info) and inform us who will deliver the presentation on behalf of your city/municipality.

If you have any questions, please do not hesitate to contact the ECCAR Office at any time. We look forward to welcoming your city/municipality to the ECCAR network!