
1. Go to the World Press Freedom Day 2014 website
   → Click on the map or text under “Celebrations”
2. Go to “Submit a report”
3. Fill in the event details under “Submit a Report”
   → Fill in the name of the event under “Report Title”
   → Fill in the event details under “Description”
   → Fill in the date and starting time of the event under “Date and Time”
   → Tick the box of the appropriate category
   → Fill in your name (or your organization’s name) and/or contact details under “Optional Information”
   → Fill in the location details under “Find Location” (on the map) and “Location Name”
   → Add any additional links to websites or videos and/or upload photos (optional)
   → Click on “Submit”
4. **You will be directed to the successful submission page**
5. **Once approved by the administrator, your event will be visible on the World Press Freedom Day 2014 Celebrations map**

6. **In case you have any further questions or would like to edit your submission**

   Please forward all enquiries to Lien De Tavernier on the following e-mail address: l.de-tavernier@unesco.org.