

EXPO MILANO 2015

CALL

“Best Sustainable Development Practices for Food Security”

Instruction for Off-line Application form



First, access the platform with your credentials

If you don't have an account yet, create one by visiting <https://www.feedingknowledge.net/login>, clicking on “Sign In” and then on “Create an account”.

Even if you prefer to fill in the Offline Application form, it's important you log-in the platform and create your account: you will be a member of Feeding Knowledge Community!



Second, go to Best Practice section

To download the Call, the Annex, the Tutorial and the Off-line Application Form, you must visit <https://www.feedingknowledge.net/best-practices>



Third, click on the red/white button “SUBMIT BEST PRACTICE”

Here you find all the information about the way you can submit your initiative: on-line or off-line.

Download the offline form ([italian](#) | [french](#) | [english](#)) after updating to the latest available version of [Adobe Reader](#). Before starting to fill in the form, please remember to verify with your partners that the initiative has not already been submitted by others as a Best Sustainable Development Practice.



Fourth, fill in the form and send it by email

Just one email for each proposal at contact@feedingknowledge.net. In the evaluation phase only the contents attached to the email containing the form will be considered. Any other content forwarded by further emails will not be considered for evaluation.



Fifth, be careful that:

-all the related materials must be indicated in the form;

-all multimedia contents (images and video) must be inserted in the offline form only as URL (web address) of the site/platform where the images or video has been published online. **Only photos and videos signaled with an accessible URL (web address) in the form will be taken in account for the evaluation** (vimeo or flickr links are also good alternatives!).

-all attached documents (leaflets, etc.) must be listed in the form in the relevant field, specifying the title of the file, and they must be attached to the same email containing the form in a zip folder **smaller than 10 Mb. Only files with the same file name specified in the form will be taken in account for the evaluation.**