TEQ COMMUNICATION KIT

Instructions

1. **TEQ Letterhead**

   The TEQ letterhead has to be used for TEQ official documents.

2. **TEQ Press Release template**

   The TEQ Press Release template is a proposed solution on a TEQ letterhead. To see examples, please visit http://tequantum.eu/?q=press-releases.

3. **TEQ Deliverable template**

   This is the template for the delivery report for project deliverables and has to be used for all Deliverables described in the Grant Agreement of the project, with administrative or scientific content. For an example see:
   http://tequantum.eu/sites/tequantum.eu/files/files/Deliverable-19_Website.pdf
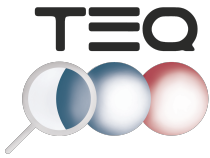
4. **Logos**

   All TEQ-related documents have to display the TEQ logo and the European Commission logo next to each other and of equal size.

   The TEQ logo can be reduced or increased in size but the proportions have to be kept.

   The European Commission logo can be chosen among 3 vertical logos (in 3 colours). When use is limited in terms of space or height available, a simplified horizontal version of the logo is available in 3 colours.

   In case a caption is needed, the preferred option to communicate in text about the EU funding is "*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 766900*". The text has to be added under or next to the European Commission logo with adequate proportions, in any of the fonts allowed.

For any instruction on how to use the European Commission logo property, please consult the "European Commission Visual Identity Guidelines" (http://www.europarl.europa.eu/tenders/2012/20120611/graphical_chart_ec_annex_e_en.pdf) and "The use of the EU emblem in the context of EU programmes" (https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf)

5. Fonts

The font for TEQ official documents is Avenir LT 45 Book. It is desirable that all TEQ-related documents are written in this font to improve homogeneity.

In the same folder, you find:

- TEQ Letterhead
- TEQ Press Release template
- TEQ Deliverable template
- Logos

For any doubt or clarification concerning TEQ communication and visibility, please contact prof. Angelo Bassi (bassi@ts.infn.it).