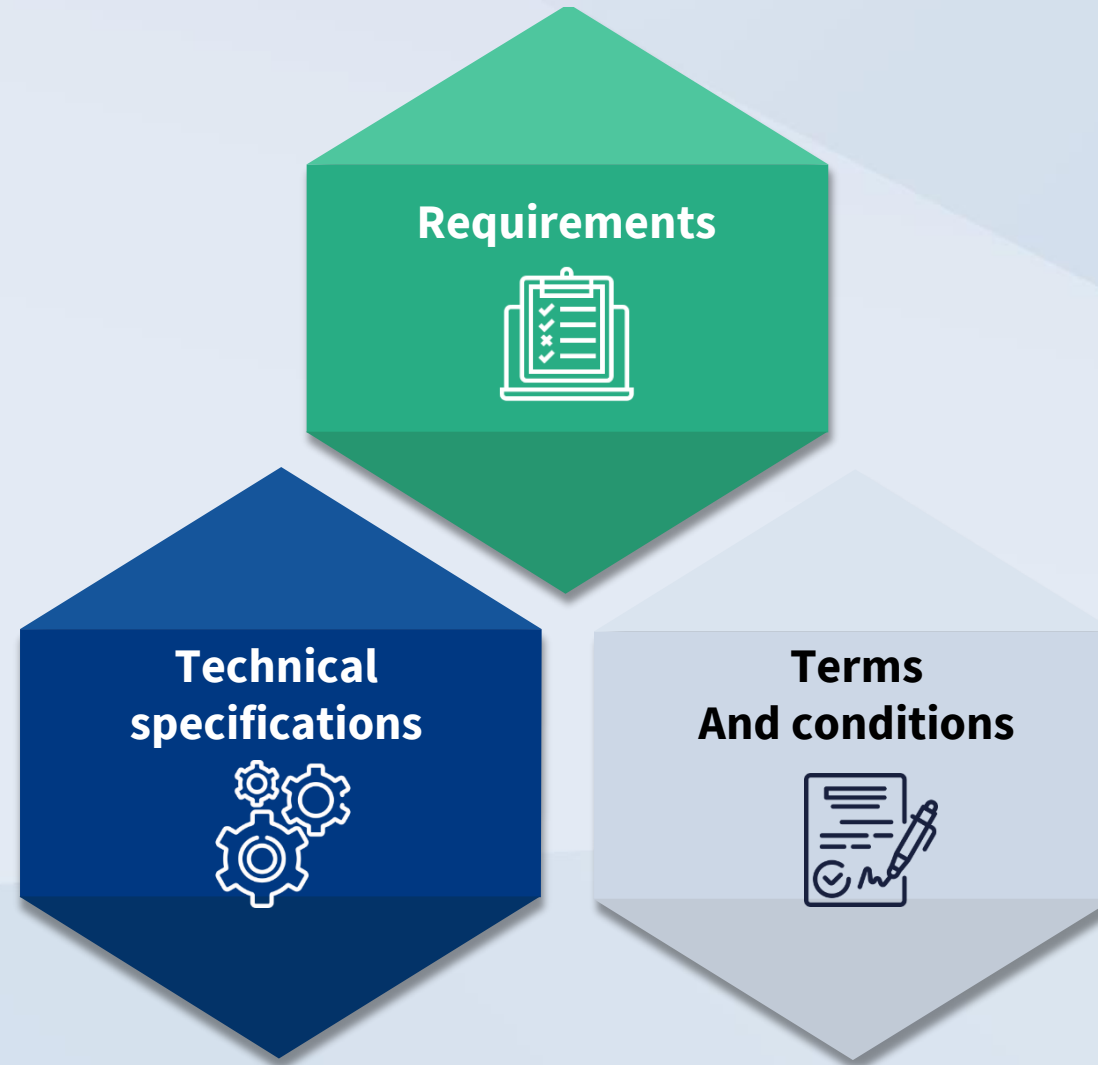




# Member News Policy

AHK Azerbaijan



## MEMBER NEWS POLICY

# Requirements

### Dear AHK Azerbaijan Member,

as a constituent of the German-Azerbaijani Chamber of Commerce, you are invited to submit your corporate news for the AHK Member News section in our updated digital Newsletter ***completely free of charge***. We kindly ask you to familiarise yourself with the requirements as well as terms and conditions before submitting your news.

1

Submitted news and articles should be about your company and must cover a recent, newsworthy company event or current updates about your company (e.g. new appointment, significant structural changes) as well as any vital information which may well serve the interest of other members.

2

In any respect, content should serve the purpose of delivering essential information and aim at keeping members updated on crucial events and announcements. You can also publicise any work of yours which provides timely information about Azerbaijan's economic condition and business environment (e.g. tax and legal updates).

3

Member news **should not** demonstrate stand-alone company presentations or product introductions and **should not** contain **any advertisement**.

4

News item should be in the English language only and should contain **max. 200** words. Texts longer than this limit are subject to abridgement.

*! News should be sent via e-mail to [newsletter@ahk-baku.de](mailto:newsletter@ahk-baku.de) alongside your logo and pictures of the related news.*

# Technical specifications



- Text of the news should be submitted as a Word document and should include:
  - ✓ Title
  - ✓ Date & Time
  - ✓ Company name
  - ✓ Contact information (contact name, e-mail address and phone number) for any further enquiries
- Please avoid using first-person (i.e. "We") narrative, unless it is used in a direct quote.
- Images related to the content and company logos should meet the following requirements:
  - ✓ JPG / PNG Format (preferably as a separate, attached file)
  - ✓ High resolution
- Please ensure that the language of the text is accurate and appropriate to the level of the target reader

# Terms and Conditions



1

One article per member is to be published per newsletter. Members can submit max. **2 news per month**.

2

Every news should convey new information; news with similar contents will not be published.

3

The publisher will not be responsible for any error (misrepresentation, inaccurate or false information) appearing in the news submitted by the member.

4

Content providers assume liability for all content of the announcement submitted and assume responsibility for any claims which might arise from mentioned content.

5

AHK Azerbaijan reserves the right to conform formatting (colour or font of the text) to its existing newsletter design.

6

AHK Azerbaijan reserves the right to reject any news deemed to be unsuitable without notice. Please note that the content which does not comply with the **“no advertisements”** rule and content guidelines will be rejected too.

7

To ensure publication of your updates, please submit your news at least **3 days prior** to the newsletter distribution dates (i.e. Tuesdays and Fridays).

*! After the submission of your news, AHK Azerbaijan reserves the right to incorporate it into its website's Member News section and post it on its Social Media pages.*





## AHK AZERBAIJAN NEWSLETTER **ADVERTISE WITH US!**

If you would like to gain additional exposure for your company and include an advertisement, we offer a wide range of options available in our **digital Newsletter Advertisement Package.**

# FOLLOW US TO STAY UPDATED!



[AHK Azerbaijan](#)



[AHK Azerbaijan](#)



[AHK Azerbaijan](#)

[www.ahk-baku.de](http://www.ahk-baku.de)

*Tel.: +994 12 497 63 06/07*

*Fax: +994 12 497 63 05*

*Winter Park Plaza, 7<sup>th</sup> floor*

*75 Rasul Rza Str. | AZ 1014 Baku, Azerbaijan*



 **PartnerForBusiness**

