**News item**

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| **Title** (max 70 characters) |   |
| **Publish date** (and unpublish date if applicable) |  |

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| **Abstract/Short summary** (max 240 characters) |  |

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| **Body**(recommended length: 200-250 words) |  |

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| **Image** (link or attach) |  |
| **Image title** |  |
| **Image alternative text** (describes the appearance and function of an image) |  |

\*Supported formats: GIF, JPG or PNG. Size between 150 and 600 KB.
Please bear in mind copyright and data protection when proposing images.

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| **Video** – if applicable (link or attach) |  |
| **Video title** |  |
| **Video description** |  |

\* Supported formats: mp4. Maximum size 200 MB.

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| **Other** |  |

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| **Files to attach** |  |

\* File naming: Use lower case letters only, with hyphens between words, following this structure: name-of-file-year-language, e.g. working-group-report-2018-en.pdf

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| **Keywords -** a list of all words that are relevant to the text  |  |