

Directorate-General for Communication Directorate for Campaigns Youth Outreach Unit

ANNEX II Local EYE Communication Guidelines

- Local EYEs narrative
- EYE glossary
- EYE visual guidelines



Directorate-General for Communication
Directorate for Campaigns
Youth Outreach Unit

Local EYEs narrative

Local EYEs bring the unique experience of the EYE (European Youth Event) to Europe's cities and regions, offering young people across the continent the opportunity to meet other young people, inspire one another and exchange ideas with experts, activists and decision-makers.

Anyone between 16-30 years old can join the activities both in-person and online, discussing key issues and sharing ideas on the future of Europe.

Local EYEs are co-funded and supported by the European Parliament and are organised by youth organisations in order to bring Europe closer to young people, empowering them to become active citizens and to engage with the European Parliament.

Get involved in European democracy, meet other young Europeans and make your voice heard in your local EYE – all that's missing is you!



Directorate-General for Communication Directorate for Campaigns Youth Outreach Unit

EYE glossary

GENERAL

The EYE (European Youth Event) and Local EYE

The name of the event is EYE. The longer explanatory title can be used to explain what EYE means, when needed. It's an event (not a conference, symposium, etc.)

EYE2023 or EYE2023 (European Youth Event)

One word and without "the"

The EYE or The EYE (European Youth Event)

When the year is not mentioned, "the" must be added.

EYE Online

EYE activities that happen fully online, in between EYE editions.

FΡ

European Parliament. Only used for internal communication.

Hybrid event

A hybrid event happens both in-person and online.

MEP

Member of the European Parliament. Only used for internal communication.

Narrative

Short description of the event - a general local EYEs narrative is available as an example to create the narrative of the local event.

Online event platform

Website where the whole event is hosted, including the programme, streaming of activities, speakers profiles, activity organisers, community of participants, etc.

Participants

Event participants could be registered individually or as groups, as for the EYE

Partners

Organisations that very involved in a specific part of the event e.g. organising several activities with a particular added value or media partners

Tagline

Motto which sets the tone and theme for the event

REGISTRATION

Agenda

Participants' list of activities booked

Booking of activities

Activities can be bookable in advance or walk in activities that don't require prior booking

Registration website

Where participants register

Participants profile

Participants' private space in the registration website/platform, where they will be able to book activities, print their agenda, download documents

PROGRAMME

Activity

The generic term to refer to anything organised at the EYE

Activity format

Activity's set-up which can appear in the event's programme in order to help participants understand how an activity will look like and get ready for it (some examples below).

- Panel, discussion: speakers tackle complex subjects and shed light on many viewpoints and angles rather than just on two opposing positions regarding a topic
- *Debate*: speakers address a controversial issue from opposing points of view and challenge participants with clear pros and cons
- In the shoes of an MEP: this format invites participants to ask questions and get to know a
 Member of the European Parliament (MEP) and their daily work during a 30 minutes
 conversation
- *Key*-note: high-level speakers present and explain a concept of key importance for the future of Europe
- Talk: in an informal ambience, speakers share personal stories, views, experiences and ideas
- Workshop: interactive, hands-on activity in small groups

Artistic / interactive activity

Organised by youth groups/organisations (programme contributors); all activities should privilege interaction

Activity organiser

Programme contributor

Facilitators

Managing the workshops and smaller activities (so different from moderators)

Ideas catcher

An *ideas catcher* reacts to EYE participants' and EYE speakers' ideas and says what is done at the EP/EU level in the topic discussed

Ideas collection

The EYE is designed to share and shape ideas of young people for the future of Europe to inspire and stimulate policy- and decision makers. The ideas collected before and during the event are compiled in a report, which is distributed to all MEPs and other relevant decision makers after the event.

Speakers / moderators

Tags

Classification of the EYE activities per topic (see below)

Tracks

Activities of the same topic can be organised in tracks (see below)

youthideas.eu

<u>Website where</u> the ideas from the EYE and other youth events of the European Parliament are collected.

LOGISTICS

Accreditation Centre

Physical place where accreditation takes place

EYE Info point

Physical place where participants can get practical information and help on the spot

EYE Volunteers

Young people, normally students, helping during the event

Security checks

Space where security checks take place to ensure the venue of the event is secured

EYE2023 THEMATIC TAGS

- ART
- CULTURE
- DEMOCRACY
- DIGITAL
- ECONOMY
- EDUCATION
- ENVIRONMENT
- HEALTH
- INNOVATION
- MIGRATION
- PARTICIPATION
- RIGHTS
- SECURITY

- SOCIAL
- SOCIETY
- SUSTAINABILITY
- WORLD
- WORK

EYE2023 TRACKS

Two special tracks were highlighted in the EYE2023 programme:

Green Track, that grouped together all activities concerning climate, environment and sustainability.

Election track, that grouped together all activities concerning democracy and participation

YOUTH OFFER - EYE

ABRIDGED VISUAL IDENTITY GUIDELINES



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Signature

POSITIVE

The EYE signature has been designed to respect the EP brand architecture whilst also containing a dynamic, youthful element that signals they are within the family of the youth offer.

This signature is made up of three different elements: the European Parliament mute logo and the name of the programme separated by a vertical yellow line.



Signature

NEGATIVE

On dark backgrounds, the signature needs to be inverted. In this version the signature keeps the colours of the EU flag and vertical line while the rest of the elements remain pure white.

Around the EU flag and the vertical line there is a thin white border to separate it from the dark background.



Signature

To be used ONLY with a yellow background

YELLOW BACKGROUND

This visual identity defines a leading yellow colour. This yellow is used in the signature, as a vertical line.

As it's the leading colour, yellow will also be used for visuals. For this reason, an alternative signature has been developed, to be used only with 100% yellow background.

this signature, replacing the yellow line with a grey line, avoid any tone-on-tone issue.



Signature

COLOUR PALETTE

The full colour signature uses four different colours, three which are from the European Parliament logo (Reflex Blue, Yellow and Grey) and a warmer yellow.

This specific yellow has been chosen as the main colour for the youth offer, adding a distinctive and recognisable graphical element.

This is a warm colour that represents the dynamism of young people and is flexible in its uses.



Signature colour palette

CMYK: C=100, M=80, Y=0, K=0

Pantone Reflex Blue

RGB: R=12, G=77, B=162

HEX: #0C4DA2

PMS:

PMS: Pantone Yellow

CMYK: C=0, M=0, Y=100, K=0

RGB: R=255, G=242, B=0

HEX: #FFF200

PMS: Pantone 430

CMYK: C=10, M=0, Y=0, K=55

RGB: R=122, G=134, B=142

HEX: #7A868E

PMS: Pantone 7406

CMYK: C=4 M=20 Y=94 K=0

RGB: R=247 G=201 B=8

HEX: #f7c908

FUROPEAN PARTIAMENT — FYE GUIDET INFS

Signature

ONE COLOUR

For screen printing or for printing in a limited number of colours to keep the cost down, the signature has also been developed in one colour versions, using black or Reflex Blue ink.

There are two versions, one with 100% inking for all elements and another with 100% inking for the EU flag and a 55% tint of the colour for the hemicycle and the name.

Whenever possible, it is recommended to use the two-tone version both in black or in Reflex Blue ink.

On dark backgrounds the logo needs to be inverted using pure white.







I colour black K=100%















I colour PMS Reflex Blue=100%
White=100%

Signature

CLEAR SPACE AREA AND MINIMUM SIZE

The signature has been designed on the basis of certain rules of proportion which need to be obeyed at all times.

The basic unit of clear space surrounding the signature is half of the width of the EU flag.

The size of the clear space is variable and relative to the logo size. The signature should always be surrounded by clear space, which will ensure that its characteristics will be preserved. The rule of clear space applies to the area between the signature and other elements as well as to the distance between the signature and the margin of the document.

Exceptions are permitted in web design and mobile application design.

The minimum signature size is determined with reference to the width of the EU flag. This cannot be smaller than 4 mm to ensure readability.

Clear space area

Minimum size







FUROPFAN PARTIAMENT — FYF GUIDFTINFS

Signature

FLEXIBLE SYSTEM

The name has been adapted to create a signature:

European Youth Event

 \rightarrow EYE

As part of the flexible system, the EYE signature has the option to include the year in vertical format after the letters to indicate the date of the event. For example, either 'EYE' or 'EYE2023' could be used, as seen in the examples.

This new signature will be used as a shorthand to represent the programme in all interactions with citizens, to ensure a consistent portrayal of the new visual identity. However, the original programme name has not been formally changed, meaning that this longer, explanatory title can if needed be used in materials that are more formal or not aimed at citizens, as well as ensuring internal continuity within the Parliament. For example, in a press release the signature can read 'EYE' whilst in the body of the text the programme title can use first 'EYE (European Youth Event)', with the full title translated into any language, then continue using 'EYE' to ensure the event is clear in all languages.

EP logo and name as signature





EP logo and name as signature

The EYE (European Youth Event)

brings together thousands of young people in the European Parliament in Strasbourg and online to share and shape your ideas on Europe's future.

Signature

AVATAR

Social media avatars are in mainly square or circle formats. A specific format has been developed for social media accounts.

This format is not to be used as a signature on visuals. The background always remains white. The pink circle here is indicative.



FUROPEAN PARTIAMENT — FYE GUIDET INFS

Signatures

LOCAL EYE

Local EYEs are funded by the European Parliament and organised by third partners, who develop their own communication. The youth offer visual identity can be used either directly or as a reference.

We recommend using the EP logo. This logo should appear prominently.

In visuals, this logo will be accompanied by the tagline: 'funded and supported by'.

When texts are included, the line "This project is co-financed by the European Parliament' will be added.

The logo graphic charter should always be respected: clear space area, minimum size, accessibility, colour palette and use of positive and negative versions as appropriate.



Photography

GENERAL TONE

Images should feel as authentic and human as possible, capturing the lives of young people in Europe today. These images should feel familiar to the audience - we want them to relate to what they see.

The content is extremely important. We are portraying a young person: their eyes, not their branded sunglasses; their genuine smiles with friends, not their staged laughter; their spontaneity and personality, not action-shot poses.

Our images should always aim to reflect diversity and inclusivity.

To achieve this, image selection follows strict criteria:

YOUTH OFFER IMAGES ARE:

- Distinctive and eye-catching
- Natural and un-staged, in a real environment (i.e. sitting around a kitchen table)
- Can be from an innovative perspective (i.e. a selfie)

YOUTH OFFER IMAGES ARE NOT:

- Obviously staged or posed
 (i.e. thumbs up, standing in a perfect circle around the camera)
- clichéd or unrealistic
 (i.e. people who look like fashion models)
- Overtly political banners/flags

Use photography to complement your text, not to repeat it.

Technical quality is also important. Are the important parts of the image exposed? Have you considered cropping the image to change emphasis?

The Parliament is creating an image bank of previously approved images in order to create an ever-widening collection for reference and use in the future.

Any image purchased within the offer will be put into this image bank.

Photography

USE OF PARLIAMENT IMAGES

Where possible, communication uses real images from the EYE and are matched to relevant content in the text. They are genuine and authentic, capturing the energy and essence of the moment depicted and giving an insight into the reality of the event.

The main component of the image is always the young people, not inanimate objects like buildings, flags or signs.

The EP needs to own the rights to use and copy these images. If someone in the image is recognisable, we need to have their agreement.







Colour palette

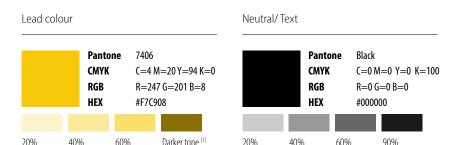
OVERVIEW

The EYE colour palette has nine colours that are carefully chosen to be bold, warm and timeless, working harmoniously with each other in every situation.

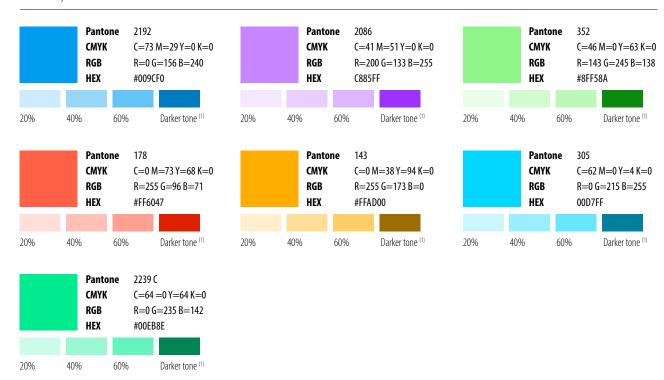
Our leading colour is the 'youth offer yellow'. This is the preferred colour to be used as it is youthful, dynamic and references the stars on the EU flag.

This yellow is completed with the secondary seven colours and the neutral black. The neutral black can be used for text that rests over the other colours.

This palette can be used in a monochromatic scheme meaning their tints and tones can be changed to answer specific needs (contrast issue, subdued background, coloured text, etc.)



Secondary colours



⁽¹⁾ Can be used for text on white background and inversely

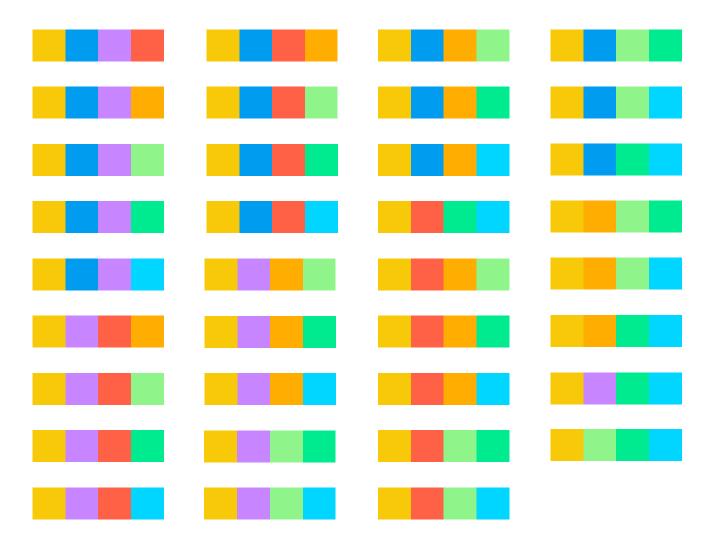
Colour palette

COLOUR USES

Please limit colour use to the <u>main yellow</u> <u>and 3 other colours</u> (+ their respective tints). This excludes white, black & grey, as these are neutral colours.

This doesn't include infographics or other visuals where colours are conveying information.

Combinations



Typography

PRIMARY FONTS

Myriad Pro typeface is used for all the communication materials. It was chosen for its visual and technical characteristics. Moreover, and covers the Latin, Cyrillic and Greek alphabets.

The versatility of the Myriad Pro Regular, SemiCondensed and Condensed styles, together with their respective weights, offers variety for the Parliament's design and communication efforts.

For online and electronic applications, when possible, a rendered form of the Myriad Pro should be used.

Office/system fonts

The Arial and Arial Narrow fonts are used for office applications (e-mail, Word documents, Powerpoint presentations), HTML content or other applications where Myriad Pro fonts can't be used.

Myriad Pro

Light Semibold Semicondensed

Light italic Semibold Semicondensed Italic

Regular Roll Semicondensed

Regular Bold Semicondensed

Italic **Bold Semicondensed Italic**

Semibold

Semibold italic

Bold

Bold Italic

Light Semicondensed Light Semicondensed Italic

Semicondensed Semicondensed Italic

Light Condensed

Light Condensed Italic

Condensed Italic

Semibold Condensed
Semibold Condensed Italic

Bold Condensed

Bold Condensed Italic

Arial

Regular Narrow

Italic Narrow Italic

Bold Narrow Bold

Bold italic Narrow Bold italic

FUROPEAN PARTIAMENT — FYE GUIDET INFS

Typography

PRIMARY HEADLINE - HIGHLIGHT

A specific typographic layout has been designed for headlines within the youth offer. This conveys energy, power and youthfulness whilst remaining adaptable and is easy to use.

Highlight - coloured frame

Margins - font size/3

Frame colour - colour palette or white when on a coloured background

Text colour - black (≥ 90%)

No white text

Typography - Myriad Pro in bold condensed italics

Case - uppercase



Colour background - white frame

Picture background - colour or white frame

LOREM IPSUM





Typography

SECONDARY HEADLINE - NO HIGHLIGHT

Text colour - black (≥ 90%) or white if on a dark picture background.

Typography - Myriad Pro in bold condensed italics

Case - Uppercase

Image background - Text must be sufficiently contrasted with the image.

LOREM IPSUM

Colour background - no frame

Picture background - black (≥ 90%) or white text







Typography

MIXED HEADLINE

Highlight - coloured frame

Margins - font size/3

Frame colour - colour palette or white when on a coloured background

Text colour - black (≥ 90%) or white if on a dark picture background.

Typography - Myriad Pro in bold condensed italics

Case - Uppercase

Image background - Text must be sufficiently contrasted with the image.

LEAD LOREM IPSUM

Colour background - no frame

LEAD LOREM IPSUM

LOREM IPSUM SUBTITLE

Picture background - black (≥ 90%) or white text





Typography

DO'S AND DON'TS

The typographic layout was designed with certain rules and with careful consideration regarding colours, typeface and accessibility. To preserve its integrity, modifying the typography it is not permitted.

LOREM IPSUM

Do's

Don'ts



0

LOREM IPSUM

LOREM IPSUM

Write in black (≥ 90%) with coloured background/highlight

Don't write in white with coloured highlight

Don't write in one of the palette colour with coloured background/highlight









LOREM IPSUM

Use only the colours from the palette

Don't use another colour outside the palette

Don'tuse the palette colours in a gradient

Typography

DO'S AND DON'TS

The typographic layout was designed with certain rules and with careful consideration regarding colours, typeface and accessibility. To preserve its integrity, modifying the typography it is not permitted.

Do's

Don'ts





LOREM IPSUM

Use Myriad Pro condensed italic for headlines

LOREM IPSUM

Don't use another style or weight (extended, bold,...) for headlines

Don't use another typeface, only Myriad Pro.





Use the secondary headline only when the contrast is sufficient



Don't use the secondary headline with insufficient contrast





Don't use the secondary headline with too complex pictures

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Typography

TITLES AND BODY OF TEXT

Besides headlines, text layouts can be designed within the EP guidelines.

Titles - Myriad Pro bold condensed italics is preferred but not mandatory

Body - Full Myriad pro family

Case - lowercase or uppercase

Example

Lorem ipsum

Ecepudi ut aut experum latiur

Ucil mo corioribus cum vollest mos dollis. Sequi blam volut laborpore volupta consecus dolutem ullesciis endi sum voluptbus, tesequi atiusci doloris acestem vellessi culles ent acestem vellessi culles ent.

Temporep eriatur. Rae. Accus, odio. Et acestem vellessi culles ent aperehe ndipsunt laboreium que solum aut earchil intem eatus exerendis int, corecul pario. Itatem fugia coreria temped expedig endignatur, et quassen dionseria commolorum ut offictemolla seque volende voluptis aut offic tem volor molupta doluptatem vitiati orendit.

LACERIR LISANDAE SEOUISINT

EMPOREP ERIATUR Expelit aut maion nis volupti volupie nihiciatur magnima debis maximetur, omnitibus rem. RAE. ACCUS, ODIO Ces volorehendi volores abo. Ut quatem iminusa nturit volo millis et ommolup idendis dem ETUS ACESTEM eost, sam quatur? Tem doluptatur modita se repudant mi, officit es iundit omnihilias ex $\textbf{LUPTIORUM REM. UT} \qquad \text{eicimenda sum a cus, odit ut quos est verit ipit fuga. It atur arum eos ma volorum vella quo}$ REPUDAE VENIHIL dolupit quidescium quae nos sam dis seque non rere experem fugia volo consequod ut elendi aut omnit ea sit, senient vendipsaest ea as aut quam que venient deliquiam dollam, velia dolo exerupta nobissit ventione magnim ilignim aximet dolore, sectas quosandae. Volupid ut que nonsed ullaborem coribus.

> Agnime andae porrum erfereperi ditio esecae nihitia ndebis essi quae is nienimo lorerum quiscil ibusdan impore quas cuptasp ediorehent ex excea cum enimillupit lia as id quam qui aut re verumquam aut aut laborro comnim et ima voluptaquia doluptur ut exerunt ionsed quamet expel et et laboribus ut exerunt ionsed quamet expel et et lab Pudam sit faceped mo volo odit, siminvellut unt.

> Ribus ad quissent, samusda nus aut rehent eos ne ilit, est de nimperum idelent enissit emporum ut ipsa guibus et od maximodiscit dollenda veliguos pra guam, tet ape simporro blandigenis delendio. Aboruptatem facest quae qui sitatur mi, untus doluptatia con nam, voluptatia sundaernam rest volor suntet ea ipsuntem. Nem quam reptas con et omni cum abo. Ebit, simaxim enectatatur, quaeptio doluptibusam quam re solore perum de volupta tioreperum i psapiderum cusamus adio enimint ab i psam qui ut volestota qui busapedi dolest, nossinctum repernam, qui ut voluptatur, nusam, suntis estibustem reperro imus exces neculparciet, sim eossunt iasperum aut quat porum.

VISITOR CENTER

European Parliament

Accessibility

CONVEYING INFORMATION

As a public sector organisation, the European Parliament looks to ensure equal access to information for all users, with or without disabilities, regardless of the device or software they are using and the environment they are working in so that they can use the information, services and tools we provide.

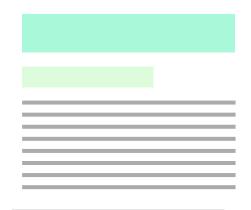
Part of this work involves ensuring we meet the current standards for our products and content, including those listed in the EU web accessibility directive (Official Journal of the EU), which entered into force in December 2016.

For more info:

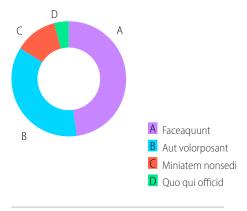
www.europarl.europa.eu/portal/en/accessibility

<u>eur-lex.europa.eu/legal-content/en/</u>
TXT/?uri=CELEX:32016L2102

www.w3.org/TR/2018/ REC-WCAG21-20180605



Font size should be readable and hierarchy of information should be clear



Another visual mean of conveying information should always be added to colour codes

Accessibility

CONTRASTS

As a public sector organisation, the European Parliament looks to ensure equal access to information for all users, with or without disabilities, regardless of the device or software they are using and the environment they are working in so that they can use the information, services and tools we provide.

Part of this work involves ensuring we meet the current standards for our products and content, including those listed in the EU web accessibility directive (Official Journal of the EU), which entered into force in December 2016.

For more info:

www.europarl.europa.eu/portal/en/accessibility

<u>eur-lex.europa.eu/legal-content/en/</u> TXT/?uri=CELEX:32016L2102

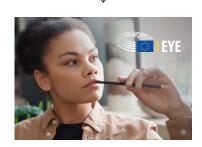
www.w3.org/TR/2018/ REC-WCAG21-20180605



When text is on solid colour: contrast should be tested (webaim.org/resources/contrastchecker)



H



When text is on picture: use a transparent gradient to ameliorate contrast if needed

Narrative

TONE OF VOICE

Young people will engage with or be motivated by text that is immediately easy to read and understand, and that offers them something they want or are interested in. Young people come to our offer with varying degrees of knowledge and with different perceptions of what the Parliament is, and it is important that we approach them with no preconceptions on our side and do not presume what they want from us or know about us. If this isn't followed, we risk damaging their perception of the Parliament and switching them off to our activities. The four headings below capture our tone of voice when interacting with young people.

WE ARE RELATABLE

- This means: using language that young people understand and digest, giving agency to the reader and talking directly to them as equals, being excited to share opportunities with young people
- This does not mean: appearing distant and lofty, pre-supposing the reader has knowledge about the EU, using EU bubble jargon, technical terms or complex unnecessary detail beyond what readers need to know, using slang or overly informal language, trying to be funny or make jokes, being over-excited or over keen, playing up to stereotypes

WE ARE GENUINE

- This means: always emulating the brand identity of the Inclusive Decision Maker and remembering our core values and purpose as the Parliament
- This does not mean: denying our primary role as a legislative body or as the voice of Europe's citizens and pretending to hold values or be someone we are not.

WE TAKE YOUNG PEOPLE SERIOUSLY

- This means: we respect young people, their intelligence and their viewpoints.
 We want to hear their ideas and include them in discussions about Europe and their democracy. We talk directly to them as equals and as the citizens and future voters they are, treating them as active members of our society
- This does not mean: talking down to young people or patronising them. It is not telling them what they want or should do, or as passive items to be 'Europeanised'

WE PUT YOUNG PEOPLE FIRST

- This means: we always put first what young people want from the Parliament and shape our communication around their needs
- This doesn't mean: we work from the position of what the Parliament thinks young people want or what the Parliament wants young people to be (for example, thinking that all young people want most of all to 'learn about the legislative process' instead of 'meet other people')

Narrative

EYE (EUROPEAN YOUTH EVENT)

Alongside retaining signature, the EYE has an individual narrative that sits within the wider narrative of the youth offer.

EYE (EUROPEAN YOUTH EVENT)

Join thousands of young people in the European Parliament in Strasbourg and online to share and shape your ideas on Europe's future.

The EYE is a unique opportunity for 16 to 30 year olds to interact in-person and online, inspire each other and exchange their views with experts, activists, influencers and (EU) decision-makers, right in the heart of European democracy.

WHAT'S IN IT FOR ME?

- Visit to the European Parliament in Strasbourg
- Meet thousands of other young people
- Share your ideas and exchange your views on Europe's future
- Learn more about how European democracy works