



TITLE : District 330 Publications Guidelines 2026-2027

Attention : All Club Correspondents

Date : 18.07.2026

Welcome & Greetings to all.

This guideline serves to assist and encourage all Club Correspondents to report with ease and to provide greater visibility for all Clubs under Inner Wheel District 330 Malaysia at the local and international levels through the publication of original news articles, videos and photographs.

DISTRICT EDITOR	DISTRICT WEBMASTER
Club Correspondents are to forward all materials for publishing in the: • International Inner Wheel Website (IIW) • IIW Magazine & other publications • Newslink (CCs will be notified on a Quarterly basis)	Club Correspondents are to forward all materials on regular basis to update: • 'Happenings' on the District 330 Website • District 330 Social media platforms such as i) Facebook ii) Instagram iii) You Tube
<u>Note:</u> 1. All materials received will be submitted through the National Representative of Inner Wheel Districts 330 & 331 2. For submission to IIW platforms, a max of 4 photos is allowed.	<u>Note:</u> 1. All materials received will be submitted to our web-provider for uploads to District 330 Website <i>using the formatted template given</i> 2. For ease social media sharing, CCs may directly send their own Club FB links via email directly to DW.

Club Correspondents are requested to be timely in submitting news and photographs. The following should serve as a guide:

- Human interest stories, such as IW Campaign for Women and Children; UN Rights of the Child; Family; Status of Women; Ageing; Narcotics
- Service Projects
- Awards of Recognition to individual clubs or members
- Special club activities, such as Installations, Training or Workshops
- Visits by the District Chairman, IIW President or Overseas Inner Wheel Members
- News that are aligned with the current International Inner Wheel theme of **Grow & Flourish (2026-2027)** and the International Social Projects Campaign of **Reach & Inspire for a Better World (2024 – 2027)**

Please comply with the following submission guidelines:

- Photos should be of good resolution saved on jpeg. Group photos (5 MB) and individual photos (1 MB) are preferred.
- If the file(s) are too big to be emailed, upload and share the link from any of the many cloud storage hosting services, such as dropbox, wetransfer, Google Drive, Microsoft OneDrive, iDrive and Box.
- Text must be submitted through the official news reporting template [via email](#).
- Reports are to be brief but informative.
- Include — Who, When, Where, What and a bit about Why and How.
- English language ONLY.
- Pick a title that will engage readers
- There should be only ONE file for ONE article with the relevant photos sent in attachments in the ONE email. If you have more than one article subject, please send in separate emails identified by their title & photos.

Additional points to keep in mind:

- Please make sure that your reports are written for the understanding of an international audience who may not understand the local Malaysian context.
- It is advisable to highlight the impact of projects and activities on beneficiaries rather than just stating how much money was raised for a project.
- If collaborating with other clubs on a project, go for a combined write-up with other clubs to present a more comprehensive view or just discuss what your club's role or contribution was for this project.
- Make sure your club's executive committee and members are aware that what you submit to DE and DW may be further edited by them or by IIW Editor and/or IIW Webmaster who finally receive your club's reports.
- Clubs are liable for all copyright claims of infringement. Make sure that your club has obtained the appropriate license or permissions to use materials in your report, e.g., music, artwork, photographs, videos, etc.

Wishing you all a smooth & rewarding year in Inner Wheel!

Sumitra Sundram

District Webmaster

dwinnerwheeld330@gmail.com

Lena Chua

District Editor

lenacsy@hotmail.com

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International Inner Wheel <http://www.internationalinnerwheel.org>

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