17 November 2015

# REQUEST FOR UBC CITIES – UBC.net

Honored UBC member cities. The UBC.net is going through renewal process. Therefore we need to update information about each city and need your assistance.

We kindly ask cities to send the following information and documents to the Communications Manager **by 1st of December latest or preferably sooner if possible.**

We ask you to inform us if there have been changes in the following information:

1. **Number of inhabitants of your city**
Accuracy of hundreds is enough; example 136 500 inhabitants
Please find a link: [http://www.ubc.net/member\_cities,6,116.html](http://www.ubc.net/member_cities%2C6%2C116.html)
2. **Www-site of your city**

Please find a link:

[http://www.ubc.net/member\_cities,6,117.html](http://www.ubc.net/member_cities%2C6%2C117.html)

1. **List of twin cities**
Please find attached a document “UBC Twin Cities list November 2015”
2. **Contact persons in Brussels**
Please find attached a document “UBC Representation Brussels EU November 2015”

**We need also following documents:**

* Mayor´s official profile picture, size 182x220
* Picture of the City, size 1170x450
* City´s Coat of Arms
* A short one sentence marketing slogan for the city (max 100 signs)

Please find an example attached “UBC Example City Page Picture
Note that the pictures must be responsive.

We ask you to send the materials to UBC Communications Manager Anna Kotaviita

anna.kotaviita@turku.fi
Tel. +358 40 848 6242

*Thank you in advance for the cooperation and please do not hesitate to contact for further details.*