**RCE Logo Request Form**

Please fill out and send this form along with the materials the request is for (including any translations into English) to the Global RCE Service Centre ([rceservicecentre@unu.edu](mailto:rceservicecentre@unu.edu)) by the 15th of every month.

**Note:** As requests will be reviewed by the Global RCE Service Centre once per month (after the 15th of each month), please ensure you submit your request in advance to ensure any approval is provided in time for your logo use.

RCE name:

Relationship with the relevant RCE:

Contact Person:       E-mail:

Purpose of the use of the RCE logo

Ex.) For promoting an international symposium

Proposed usage of the RCE logo

Ex.) For use on a conference website, on flyers, posters, banners, programmes

Proposed duration of use of the RCE logo

Ex.) From XXX date through the end of the event on XXX date

Names of the countries/territories where the publication/communications materials will be circulated

What type of format are you requesting?

Transparent colour (PNG)

Transparent white (PNG)

**Acknowledgement of compliance**:  
I acknowledge that I will comply with the [guidelines](http://www.rcenetwork.org/portal/rce-logo-use-policy) for logo usage, and ensure that others that I share this logo with (e.g. designers) will comply with the guidelines.

**Yes, I understand and will follow the guidelines for logo usage.**

**[To be filled by RCE coordinator]**  
By signing below, I hereby acknowledge that I shall be responsible for supervision of the RCE logo use in relation to the above mentioned purpose.

|  |  |  |
| --- | --- | --- |
|  | Shape  Description automatically generated with low confidence |  |
| [Name] | Signature | [Date (DD/MM/YY)] |

**Global RCE Service Centre**

**UNU Institute for the Advanced Study of Sustainability (UNU-IAS)**

Tel: 03-5467-1212/ Fax: 03-3499-2828

E-mail: rceservicecentre@unu.edu

53-70 Jingumae 5-Chome, Shibuya-ku, Tokyo, 150-8925, Japan