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***Publication  
Reference***

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# **Rules for Use of the EA Logo**

## ***PURPOSE***

On occasions, the EA Secretariat receives requests from the membership and others for permission to use the EA logo for a variety of purposes. This procedure was prepared by the Communications and Publications Committee; it sets out the Rules for Use of the EA logo.

*Authorship*

The publication has been written by the EA Communications and Publications committee.

*Official language*

The publication may be translated into other languages as required. The English language version remains the definitive version.

*Copyright*

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*Further information*

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Please check our website for up-to-date information

<http://www.european-accreditation.org>

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## **INTRODUCTION**

On occasions, the EA Secretariat receives requests from the membership and others for permission to use the EA logo for a variety of purposes. Typical examples include:

- Use by EA members and contracts of cooperation (COC) signatories, who may or may not be signatories to the multilateral agreement or a bilateral agreement, for use in their own promotion or on stationery.  
Use by conference organisers for events that involve, or are sponsored by, EA.
- Use by our MoU partners in their work, for example when making reference to the MoU with EA.
- Use by other partner or stakeholders' organizations.

In recognition of the concern that misuse of the EA logo might among other things incorrectly imply achievement and recognition of EA MRA signatory status, this document establishes rules for the use of the EA logo.

## **1 THE LOGO**

The EA logo is as shown below:



The EA logo is registered as a European individual mark. It is not an EA MLA mark.

## **2 GENERAL USES**

### **2.1 Who can use the logo?**

1. The following may use the EA logo in connection with official EA activities without the need to specifically request permission to do so:

- The EA Secretariat
- Members of the EA Executive Committee
- Secretaries of official EA committees and working groups (a list of these is maintained by the EA Secretariat)

2. All other potential users of the EA logo including EA members and signatories to a contract of cooperation (COC) with EA must seek and gain permission from the EA Secretariat before using the EA logo.

They shall make a request in writing to the Secretariat setting out briefly the details of the proposed use and provide a template showing the intended use.

Any suspension or termination of EA membership or COC signatory status revokes this permission.

## 2.2 Why and how to use the EA logo

The EA Secretariat will consider applications to use the EA logo from other parties based upon the following principles:

- The logo is used to demonstrate EA membership, COC signatory status or any other formal partnership with EA.
- When used by parties external to EA, the EA logo shall be used in combination with the logo of the party requesting permission.
- When used by an EA member, partner, stakeholder representative, contract cooperator or signatory to a MoU with EA, the logo shall be combined with a disclaimer describing the type of relationship with EA. For example: “full member of EA”, “signatory of a MoU with EA” etc.
- The use of the logo must be in support of EA activities and/or values.
- The use of the logo must be in support of a specific EA related event or promotion (jointly organised or otherwise).
- The logo must not be used in a situation that is likely to damage or diminish the EA “brand” or be in conflict with the European policy for accreditation.
- The use of the logo must not be misleading.
- The use of the logo must not in any way imply that a product, service or training is endorsed by EA or is covered by accreditation.
- The use of the logo is restricted to the person or body applying to use it and this permission can not be transferred to any other person or body.

**The EA logo shall not be used by organisations accredited by EA Members.**

## 3 EA LOGO – TABLE OF PERMISSIBLE USE

	EA Secretariat	EA Executive Members	Liaison persons	Committees Secretaries (and WGs)	EA Member ABs and COC signatories	Partner and stakeholder organisations
Business cards	YES	NO except the Chair and Vice Chair who have EA business cards	NO	NO	NO	NO
Letterhead & continuation sheets for EA business	YES	YES using EA letterhead	YES using EA letterhead	YES using EA letterhead	NO	NO
Fax cover sheet	YES	YES using EA fax cover model	YES using EA fax cover model	YES using EA fax cover model	NO	NO
EA publications	YES	YES	Not applicable	YES	Not applicable	Not applicable
EA promotional banners	YES	Not applicable	Not applicable	Not applicable	YES (1)	YES (1)
Newsletters	YES	Not applicable	Not applicable	Not applicable	YES (1)	YES (1)
PowerPoint presentation materials	YES	YES	YES	YES	YES (1)	YES (1)
Press releases	YES	Not applicable	Not applicable	Not applicable	YES (1)	YES (1)

(1) upon written permission

	EA Secretariat	EA Executive Members	Liaison persons	Committees Secretaries (and WGs)	EA Member ABs and COC signatories	Partner and stakeholder organisations
Promotional gifts and products	YES (1)	Not applicable	Not applicable	Not applicable	NO	NO
Websites	YES	Not applicable	Not applicable	Not applicable	YES (1)	YES (1)

(1) upon written permission

#### 4 REPRODUCTION RULES

The following rules apply when the logo is used:

- The logo must always be used in its original, designed proportions.
- The logo must not appear in a size that makes the EA name unreadable.
- The logo must not be reproduced with a width under 15mm.
- EA is involved in jointly sponsored conferences / events. These meeting announcements and programs may require the names and logos of numerous entities. When EA is an official partner / sponsor, the EA logo should be of equal size with the logos of the other official partners / sponsors being used in the same publicity media.
- The typeface is custom-designed artwork. As a result, a “similar” typeface must not be substituted for the letters within the logo. Always use the complete logo as shown in this document for all logo application requirements
- The logo must always be used on a background that will not impede readability.
- The logo may be reproduced in black and white or in colour provided the approved colours are used:

	CMJN	Pantone	RGB	HTML	Black
BLUE	C90% M50% Y0% B10%	2935C	R0% G102 B169	#0066a9	B100%
YELLOW	C0% M35% Y100% B0%	130C	R249 G179 B0	#f9b000	B100%

To ensure high-quality reproduction, it is critical to use camera-ready artwork. Do not use photocopies of logos from other documents. Electronic or bromide versions of the artwork are available to users authorised by these rules from the EA Secretariat.

#### 5 MISUSE

In case of misuse detected either by the EA Secretariat and EX members or by EA members EA is entitled to and will take appropriate action up to and including legal action.

**ANNEX – EA GRAPHIC SPECIFICATION**



# #1

## THE DIFFERENT LOGOTYPE VERSIONS

### COLOUR LOGOTYPE

This version must be used in priority. The references of the blue and yellow are mentioned on the opposite page in CMYK and Pantone for printing, and in RGB and html for screen uses.



### BLACK LOGOTYPE

This version is strictly reserved for office uses, such as faxes or stamps, as well as for the documents which will only be printed in black.





### WHITE LOGOTYPE

This version has to be used on colour or dark backgrounds, when the colour version is not visible enough.



### THE COLOUR VERSIONS

The references of the blue and yellow are mentioned on the opposite page in CMYK and Pantone for printing, and in RGB and html for screen uses.

	<b>CMYK</b> C : 90 % M : 50 % Y : 0 % K : 10 %	<b>PANTONE®</b> 2935 C	<b>RGB</b> R : 0 G : 102 B : 189	<b>HTML</b> #0066a9	<b>BLACK</b> N : 100 %
	<b>CMYK</b> C : 0 % M : 35 % Y : 100 % K : 0 %	<b>PANTONE®</b> 130 C	<b>RGB</b> R : 249 G : 178 B : 0	<b>HTML</b> #f9b000	<b>NOIR</b> N : 100%



#2

## THE SIGNATURE

### LOGOTYPE WITH THE FULL NAME BELLOW (IN A BLOCK)

This version must be used in priority.



### LOGOTYPE WITH THE FULL NAME ON THE RIGHT (IN A LINE)

This version can be used as an alternative, when the positioning zone is not high enough to allow a complete visibility of the logotype.



### LOGOTYPE WITHOUT THE FULL NAME (SOLO)



#3

**RULES FOR USE**

**ZONE OF PROTECTION**

This protected area is the space around the logotype, in which any graphic element (text, line or picture) must not appear. This zone is defined by the star of the logotype.



**MINIMAL SIZE**

To keep a good legibility of the logotype, it is forbidden to use it in a total width lower than 15 mm (0.59 inch).



**FORBIDDEN USES**

The logotype must be reproduced without any alteration. Its design, its typography and its colours must not be modified.

- > Any distortion is forbidden.
- > It is not allowed to use any other colours than those of the provided versions.
- > It is forbidden to modify the lay out of whole.
- > The position of the full name cannot be modified.



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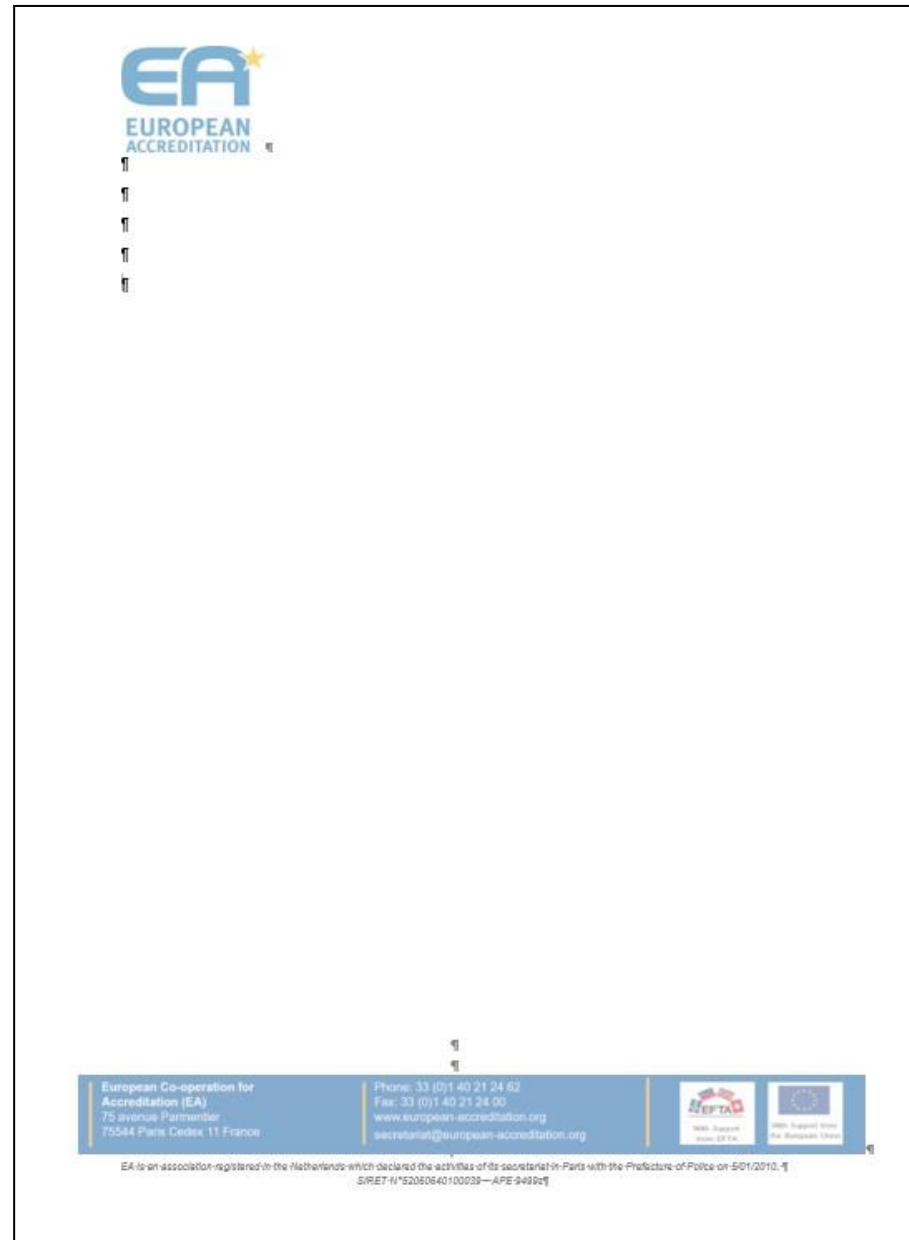
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**HEADLETTER**



**POWERPOINT**

**Title of the presentation  
(size 32)**

**SUBTITLE OF THE  
PRESENTATION  
(SIZE 24)**



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# Title of slide (size 36)

- Main text (size 22)
  - smaller text (size 18)
    - smaller text (size 16)
      - smaller text (size 14)