



## **INSTRUCTIONS**

### **Submitting Materials on Project Events and Noteworthy Achievements**

#### **Open Call for Multimedia Materials**

BTOP recipients are encouraged to provide information and materials that demonstrate significant project achievements and benefits to communities, such as the opening of public computer centers, launching of new training offerings, groundbreakings, etc. Your information could become an article in the BTOP Update e-mail or a BTOP In Action posting on recipients' award pages maintained on the BTOP website.

Note that BTOP recipients are not required to submit information and materials. If you choose to, please follow these three steps.

#### **Step 1: Submission Narrative**

Include an overview of the event/achievement, detail what happened, and explain the impact it has on the communities being served. The narrative should also provide captions for any still photos and a transcript for any audio or non-captioned video submission. You can also supply a news release that describes the event/achievement.

#### **Step 2: Photos, Video and Media Coverage**

Provide related photos, videos or media coverage when available. NTIA prefers that you submit these materials through the Post-Award Monitoring (PAM) system as a PAM Other Request. Recipients are invited to submit the following materials:

- Photos – .jpeg, .gif, or .png formats.
- Video – .flv, .mpeg, or .mov formats. Videos may include event coverage or a presentation used during the event, such as a report on the project. We prefer videos that are 508 compliant. If possible, please include either captioning or a transcript for the audio portion.
- Media coverage – Hyperlinks to print or broadcast coverage are preferred.

#### **Step 3: Required Release Accompanying Photos, Videos and Other Submissions**

In some situations, the recipient must provide permission for NTIA to use photos and videos on the NTIA website and also obtain a release letter from persons depicted in the materials (or by a person authorized to provide the approval). This letter will give NTIA permission to use the photos and confirms that the recipient obtained any necessary written approval from persons depicted in the materials.

NTIA is required to comply with the Children's Online Privacy Protection Act (COPPA) if information relating to children is submitted for use on the BTOP website. Materials submitted to NTIA that contain personal information about children under the age 18 will be posted only after the recipient confirms that they have obtained written consent to display that information from the parent(s) or legal guardian(s). Personal information includes first and last name; a home or other physical address including street name and name of city or town; and contact information such as e-mail addresses, phone numbers, or screen names; or social security numbers.

Please note: A release letter is **NOT** required if photos of children under 18 or accompanying text does not provide personal information as described above.





Require Release Letters	Do Not Require Release Letters
<p><b>Release letters are required in the following situations:</b></p> <ul style="list-style-type: none"><li>■ Photos or video depicting children that contain personal identifiable information under the age of 18 require the permission of a parent or guardian.</li><li>■ Photos of attendees at any event that is invitation only and not open to the public require a letter of release.</li></ul>	<p><b>Release letters are NOT required in the following situations:</b></p> <ul style="list-style-type: none"><li>■ Photos from any event that is open to the public (publicized through the media, newsletter, website, etc.).</li><li>■ Any images from a public space (for example, a construction site).</li><li>■ Photos of persons 18 or older taken at public events.</li><li>■ Photos of persons under the age of 18 taken at public events that do not contain personal identifiable information.</li></ul>

When a release letter is required, the letter must include a statement affirming that your organization has obtained written approval to use and/or disseminate photos and video images from the person(s) displayed in the media or from person(s) authorized to grant such approval. For materials involving persons under the age of 18, the letter must state that parent(s) or legal guardian(s) provided written consent for any items submitted to NTIA.

The recipient's authorized organizational representative must sign the letter. This letter can be submitted via the PAM as an "Additional Post-Award Documentation Report Package" (see Section 2.2 in the PAM User Guide). Or the letter can be addressed to Theresa Thomas and sent to:

**Ms. Theresa Thomas**  
**Herbert C. Hoover Building**  
**U.S. Department of Commerce / NTIA**  
**1401 Constitution Avenue, N.W., Room 4228**  
**Washington, D.C. 20230**

