EVENTS NAMING GUIDELINES

THE BEST EVENT NAMES ARE STRAIGHTFORWARD



- Short and descriptive
- Consistent and repetitive – memorable over the years
- Make sure to include ICAO at the beginning of the name if the logo is not present



- Avoid the edition of the event (e.g. Third, 3rd, TRIP/3)
- Avoid acronyms within the name (e.g. TRIP, UAS, SAFS) - acronyms and year at the end are acceptable (TRIP2020)
- Do not include the theme of the event

example:

- ~~Fifteenth~~ Symposium ~~and Exhibition on the~~ ICAO Traveller Identification Programme ~~(TRIP)~~
- ICAO Traveller Identification Programme Symposium 2019 (TRIP2019)

- ~~The Third~~ ICAO Global Aviation Cooperation Symposium ~~"ICAO: Bridging the SARPs Compliance Gap with Quality and Efficiency"~~
- ICAO Global Aviation Cooperation Symposium 2019 (GACS2019)

- ~~Fourth UAS~~ Drone Enable Symposium ~~(DRONEENABLE4)~~
- ICAO Drone Enable Symposium 2020 (DroneEnable2020)

HOW TO NAME YOUR EVENTS?

example:

ICAO	Traveler Identification Programme	Symposium	2020	(TRIP2020)
ICAO	Topic	Event Type	Year	(AcronymYear)

Other types:

- Seminar
- Meeting
- Forum
- Fair
- Conference
- Summit

Thank You



ICAO