Website account creation checklist 2019

Thanks for your interest in being part of the London Festival of Architecture (LFA).

Do I need a new account?

You only need to create an account on our website if you're interested in holding your own event as part of the festival.

If you or your organisation held an event as part of the 2018 London Festival of Architecture, you will already have an account on our website. You should use this account to submit your event proposals - there is no need to create a new account. If you've forgotten your password you can ask for a reminder to be resent using the 'Forgotten Password' link.

If you've forgotten the original email address that was used to create the account, or the individual has left your organisation, please call us and we'll reset the account.

Creating an Account

Whether you're a global architecture practice, leading cultural institute, museum, or even an individual organising their first event, you'll need to create an 'organisation account' on our website to submit your festival event proposals. Once your account is approved you can then upload your event details for our Curation Panel.

If you're running several events for the same organisation, they will all need to be uploaded through this one account. You may therefore need to share the login details (email address and password) with others in your organisation.

Once you've created an account you'll also be able download useful material and guidance and, importantly, you'll be updated of any important information without needing to go through the LFA team.

We've prepared the following checklist so you can make sure you have all the information to hand before you create your account. There is also a separate checklist covering all the information you need to submit your events.

Email address

You will use this email address to identity yourself when you login to the website. It's also the address to which we'll send all correspondence, invites, etc .

Password:

If your organisation is holding multiple events as part of the festival, you may need to let others login using these details so they can upload their events. In any event, you should make sure that the password you use is not the same as for any other account you use.

The information you provide about your organisation here will be displayed next to your event when it's published on our website.

Organisation Name

This is exactly as you want your organisation referred to on our website and in an all material. Make sure you get the capitalisation as you want it. Also decide whether you want to be known by an abbreviation or the full name. e.g. should we call you 'RIBA', 'The RIBA', or 'Royal Institute of British Architects', etc. Required.

Organisation Website

For others to find out more about your organisation. Required.

Organisation type

We need to be able to group our partners by their type of organisation. Sometimes people are looking for events run by a particular type of organisation. You can select from: Architecture Practice, Cultural Institution, University, Manufacturer / Supplier / Service Provider, Engineer,

Contractor, Professional Institution, Individual, Community Group, Local Authority / Governmental, Developer, Other. Required

Org Logo

Please upload a organisation logo. Ideally as a png file, otherwise a jpg. Required

Org postal address

Where should we send stuff to? Required

Lead contact name

Who will be the lead contact in your organisation. Who should we contact with questions? This is probably the person creating the account. Required

Lead contact job title

Let us know their job title. Required

Lead contact email address:

This was provided as part of your sign up.

Lead contact phone number:

Landline or mobile is fine. Required

Organisation Twitter

We'll be doing some promotion of events via twitter. Some organisations have more than one account. Let us know which twitter account you'd like us to use so there's no confusion. Optional

Organisation Instagram

The same for Instagram. Optional.

Partner:

Is your organisation a Patron, Benefactor, Festival Club Member or Trade Partner? These partners help support the festival financially and keep the show on the road. We'll give their events an extra marketing support. You can find out more about help to support the festival here. Optional.

Press Contact

Sometimes our PR Agency gets media requests about specific events. Who should

they put journalists in touch with. Only required if different from lead contact. Optional.

Press contact email add.   As above. Optional.

Press contact phone   As above. Optional.

Image upload   Often for media use it's helpful for us to have an image of your organisation. Perhaps a team photo, photo of your building, office, key project, etc. What do you want people to think of when they see your organisation? Have you got an image of that? You will be able to upload images to support your event separately. But this image is for wider promotional use. By uploading an image you assert that you have the rights for us to use this image and pass it to the media for promotional use. The image must not contain text over the image. Optional.

Image photo credit   If you upload an image you must provide a photo credit and short caption here. Optional but required if image uploaded.

Other contact name: If we can't get in contact with the lead contact who should we approach? (e.g. holidays, leave, etc). Optional.

When creating your organisation account, you will also be required to accept our memorandum of understanding which is also attached.

If you have any problems creating your account, you can phone the LFA team on 0207 299 1280.