



# United Nations Global Compact

## A Signatory's Guide to Making Logo Requests

**Introduction:** Signatory organizations of the Global Compact are encouraged to use the "We Support the Global Compact" logo (hereinafter the "Endorser logo") as a way to promote their commitment to the initiative and raise awareness of the United Nations Global Compact. Signatory organizations, however, must first seek the approval of the Global Compact Office before they may utilize this logo.

In furtherance of this, the Global Compact Office provides its signatories with an online logo request system. This request system, which is part of the broader Participant Management site available at <http://www.unglobalcompact.org/login>, has a twofold purpose. First, the system allows for greater efficiency in the processing of large numbers of logo requests. Second, the system allows for better recordkeeping by the Global Compact Office.

This guide is designed to walk participants and stakeholders through the process of making a logo request. To ensure that your request is quickly and efficiently processed, please read the [Logo Policy](#) carefully before submitting any request and make certain that your proposed use of the logo is in compliance with that policy.

### To Make a Request on the Global Compact online system:

1. **Login** to the [participant administration section](#) of the UN Global Compact website using your organization's username and password. All signatories—through their company contact points—should have received this information upon first joining the Global Compact. Company contact points who have forgotten or lost their information can request the information by clicking on the "Forget your username or password?" link on the login page. Further inquiries can be made to [globalcompact@un.org](mailto:globalcompact@un.org).

United Nations Global Compact

Dashboard

### Login

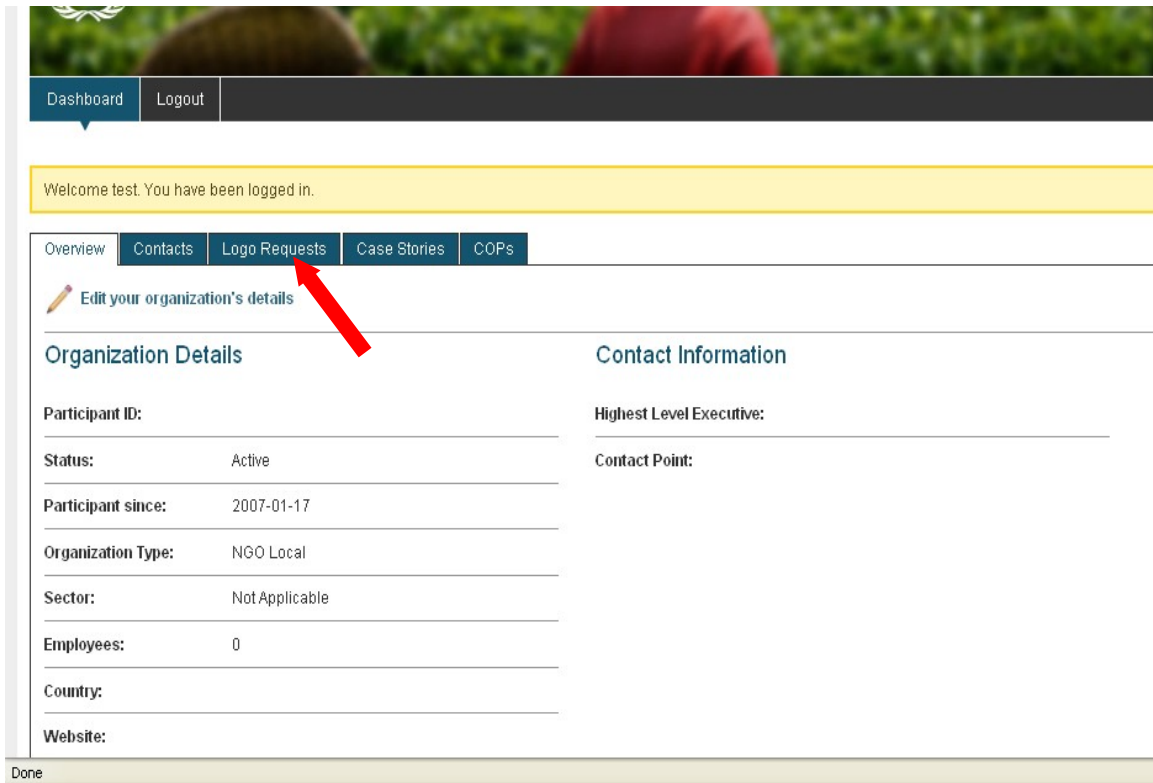
Username:

Password:

Remember me

[Forgot your username or password?](#)


2. Once logged in, please select **"Logo Requests"**.



Dashboard Logout

Welcome test. You have been logged in.

Overview Contacts **Logo Requests** Case Stories COPs

 Edit your organization's details

### Organization Details

Participant ID:

Status: Active

Participant since: 2007-01-17

Organization Type: NGO Local

Sector: Not Applicable

Employees: 0

Country:

Website:

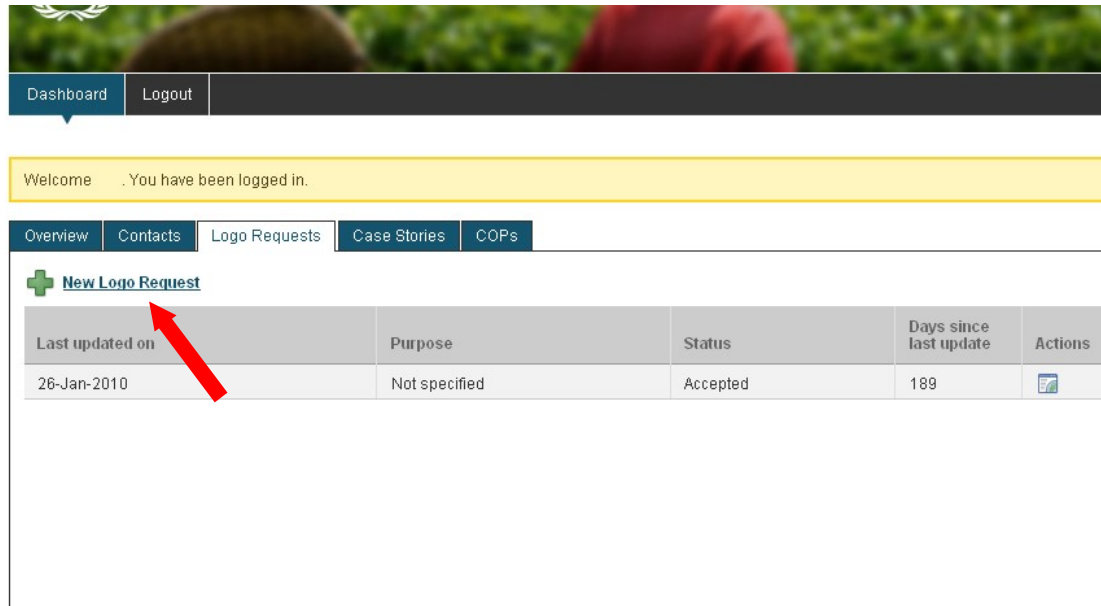
### Contact Information

Highest Level Executive:

Contact Point:

Done


3. Click on **"New Logo Request"**.




Dashboard Logout

Welcome . You have been logged in.

Overview Contacts Logo Requests Case Stories COPs

 [New Logo Request](#)

Last updated on	Purpose	Status	Days since last update	Actions
26-Jan-2010	Not specified	Accepted	189	

4. Complete the **request form**. Please read the instructions and fill out all the elements of the form.

- **Purpose:** in a few words, describe where the logo will be used (e.g., website, intra-office materials, etc.).
- **Contact:** please select which company contact point or general contact point is managing the request. Note: the logo request system generates e-mail notifications every time a request is updated, approved or rejected. These notifications will be sent *only* to the e-mail on file for the contact point you select. To ensure receipt, please add "unglobalcompact.org" to your e-mail safe-list.
- **Publication Type:** please select from the scroll-down list the publication type that best matches your proposal for use.
- **Description:** please provide any additional information you feel is pertinent to the logo request; this may include a brief English translation (if applicable).



## Logo Request

### Instructions

1. Please review the [Global Compact Logo Policy](#) before submitting a request. To illustrate how the Global Compact logo will be used in your communication materials, please prepare a sample, mock up, or screenshot. For this purpose, a Global Compact logo with a 'sample' watermark is available on the [Logo Policy](#) page.
2. Upload a sample of your publication. For print publications, you may upload only those pages in which the logo will appear. If the logo is to be used on a website, a screen capture illustrating the logo's placement can be submitted.
3. Each publication must be submitted as a separate request. For example, a request to use the logo on your organization's website must be requested separately from a request to use the logo in a print publication.

<b>Purpose</b>	<input type="text"/>
<b>Contact</b>	<input type="text" value="test test"/>
<b>Publication Type</b>	<input type="text" value="AgendaProgram"/>
<b>Description</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Sample</b>	<input type="text"/> <input type="button" value="Browse..."/>

5. Upload a **sample or mock-up of the desired use** (i.e. the document or material on which the logo would be placed)<sup>1</sup>. Samples should meet the following guidelines:

- The sample should clearly indicate the proposed location of the logo. Please use a sample logo or placeholder image on the samples. We encourage that you use the sample logos available here: ([regular](#), [endorser](#)).



- The sample and logo use should comply with all the rules set forth in the Global Compact [Logo Policy](#).
- The sample should be as close to a final design as possible.
- If there is accompanying text related to the logo, for record-keeping purposes, please upload the sample in a format that allows copying and pasting. For non-English-language samples, English translations are appreciated if available.
- If you plan on using the Global Compact logo multiple times within a single large document (e.g., a Communication on Progress or Annual Report), please feel free to submit only those pages where the logo will be used, along with any pages necessary for context. Otherwise, please indicate in your description on which pages the Global Compact logo can be found.

**Failure to upload an appropriate sample will delay approval of your request.**

See image below for an example of a mock sample which would be approved (note the placeholder logo clearly indicated):



<sup>1</sup> Please note, once samples or mock-ups are submitted, they will remain permanently on our system. Samples are unavailable to the public and are accessible only by Global Compact Office staff.

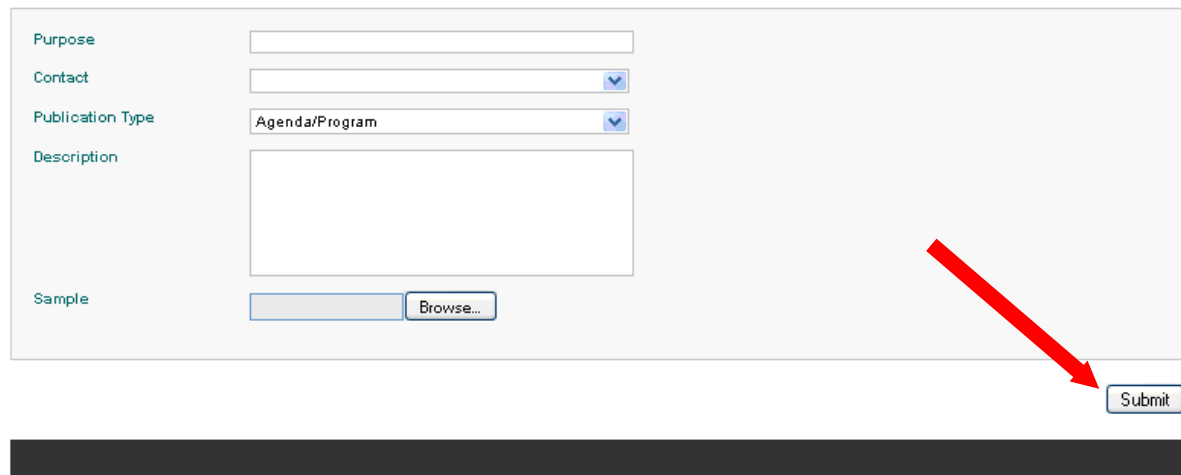
6. Once you have uploaded your sample, click **“submit”** in the bottom right hand corner. Your logo request has now been received by the Global Compact Office.

It normally takes a maximum of 2–3 business days for the Global Compact Office to process a request. However, at busy times, such as when there is a major Global Compact event upcoming, processing can take up to 7 business days. Please plan your request accordingly.

## Logo Request

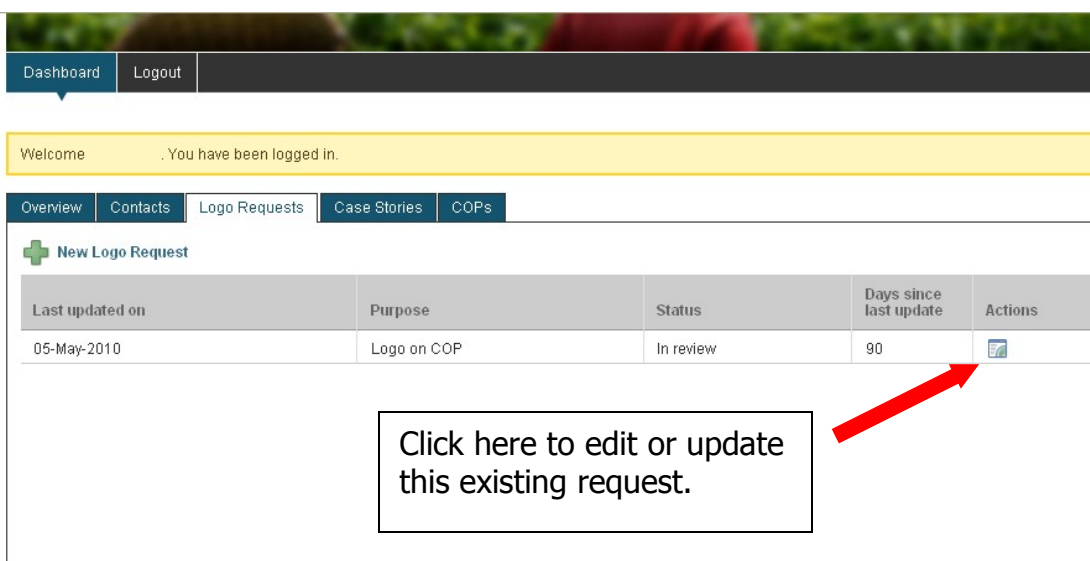
### Instructions

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3. Each publication must be submitted as a separate request. For example, a request to use the logo on your organization's website must be requested separately from a request to use the logo in a print publication.




The screenshot shows a form for submitting a logo request. It includes fields for Purpose, Contact (a dropdown menu), Publication Type (a dropdown menu with 'Agenda/Program' selected), and Description. There is a 'Sample' field with a 'Browse...' button. A red arrow points from the right side of the form to the 'Submit' button in the bottom right corner.

7. If the Global Compact Office asks for clarification or amendment to a logo request, please make the update within the existing logo request. **Do not create a new logo request; duplicate requests will be rejected.**



The screenshot shows a user dashboard with a navigation bar (Dashboard, Logout) and a welcome message. Below the navigation bar are tabs for Overview, Contacts, Logo Requests, Case Stories, and COPs. A '+ New Logo Request' button is visible. A table displays a list of logo requests:

Last updated on	Purpose	Status	Days since last update	Actions
05-May-2010	Logo on COP	In review	90	

A red arrow points from a text box to the edit icon in the Actions column of the table. The text box contains the instruction: "Click here to edit or update this existing request."

## Special Note: Use of the COP Endorser Logo



A special contextualized version of the Endorser logo (above) has been developed for use, without advance permission, in participants' Communications on Progress (COPs). It may be downloaded and used within a participant's COP without prior permission of the UN Global Compact Office. Use of this logo is optional. This logo can be downloaded by clicking here:

[http://www.unglobalcompact.org/pics/un\\_images/GC\\_COP\\_ENDORSER\\_EN.zip](http://www.unglobalcompact.org/pics/un_images/GC_COP_ENDORSER_EN.zip)

Permission is still required for all other uses of the Global Compact logos, including in the context of a participant's COP.

### Contact:

[gclogo@un.org](mailto:gclogo@un.org)

*(Last updated: 11 August 2010)*