



**Low energy solutions for drinking water production  
by a REvival of ElectroDialysis systems**

**Grant Agreement no. 685579**

## **Project Branding Suite**

### **Deliverable D8.2 Report**



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement no 685579 (REVIVED water). This output reflects the views only of the author(s), and the European Union cannot be held responsible for any use which may be made of the information contained therein.

**Deliverable responsible:** AquaTT

**Deliverable contributors:** AquaTT, FUJIFILM Manufacturing Europe, Abengoa Research, REDstack, Deukum, Phaesun, European Desalination Society, Università degli Studi di Palermo, Ghent University, Wetsus European Centre of Excellence for Sustainable Water Technology.

**Due date of deliverable:** 21/07/2016

**Actual submission date:** 21/07/2016

**Revision:** V.1

Project co-funded by the European Commission within the H2020 Programme (2004-2020)	
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<b>PP</b> Restricted to other programme participants (including the Commission Services)	
<b>RE</b> Restricted to a group specified by the consortium (including the Commission Services)	
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### Acknowledgement

The work described in this report has been funded by the European Commission under the Horizon 2020 Framework Programme.

This report has been produced as part of the project “*Low energy solutions for drinking water production by a REvival of ElectroDialysis systems*” or **REvived water** for short. The logos of the project partners are shown below. More information is available at [www.revivedwater.eu](http://www.revivedwater.eu)



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## Executive Summary

### Objectives:

The objective and function of the project branding suite, especially the logo, is to create a consistent project branding and visually represent the identity and essence of the REvived water project. It is something that people instantly recognise and associate with the project any time they see it, so it is important for project awareness.

### Rationale:

The REvived water branding suite includes a project logo and templates for PowerPoint presentations to be used when presenting work or the results related to the project at a project and/or external event and Word documents for project reports and meeting minutes.

The PowerPoint and Word templates were designed after delivering the final version of the logo.

### Partner(s) involved in Deliverable production:

AquaTT (P10), with feedback from all partners. AquaTT ([alberto@aquatt.ie](mailto:alberto@aquatt.ie)) can be contacted for any queries in relation to the project branding suite.




## 1 PROJECT LOGO

AquaTT initially designed several branding identities, based on the different keywords characterising the REVIVED water project, such as drinking water, Electrodialysis, Reverse osmosis, Reverse electrodialysis, membrane, electrodes, stacks, etc. Five draft branding identities were then presented to the REVIVED water coordinator prior to the project Kick-off meeting. Two of those five branding identities were selected in agreement with the coordinator. At the kick-off meeting, these two branding identities and several variations of them were presented to the partnership who were given the option to vote for the final logo. The final logo decision was then confirmed at the kick-off meeting. Based on the feedback received, the colours of the project logo were adjusted. It was decided to not include the full project title in the logo itself as it is rather long, and when the logo shrinks in size, the project description will become too small and impossible to read.

The branding identity will be included in all project promotional material including the factsheet, website, poster, etc. The REVIVED water logo is constructed using a combination of bold lettering, colour choices and minimal illustration. It is minimal and features a water drop of water with the anode and cathode symbols included. The anode and cathode symbols represent the ElectroDialysis system.

The logo is available in different versions and formats: full colour, black, white, grey scale, jpeg, png and eps.



2. Primary logo – black	
3. Primary logo – white	
4. Primary logo – Grey scale	

The logos can be downloaded from the project internal website (Basecamp >> WP8 >> Files, label: logo) or contact WP8 leader Alberto Vallejo ([alberto@aquatt.ie](mailto:alberto@aquatt.ie)). Guidance on how to use the logo can be found in the REVIVED water Branding Guidelines (available to download from Basecamp >> WP8 >> Files, label: REVIVED water Branding Guidelines, also see Annex 1).

## **2 POWERPOINT TEMPLATE**

A REvived water PowerPoint (Annex 2) template has been developed to use at internal and external events when presenting the REvived water project and/or its outcomes. The template includes one cover slide where to include the title of the presentation and two different body slides.

## **3 WORD TEMPLATES**

Two different REvived water Word (Annex 3) templates have been developed to be used for project deliverables and meeting minutes. The templates include one cover page and the following sections: acknowledgements, executive summary, main body and annex.

## **4 PROJECT BRAND GUIDELINES**

The REvived water brand guidelines (Annex 1) offer the means by which all partners in REvived water can achieve the prescribed standards of presentation. The document includes information on the different project logos (typeface used, colour palette, when to use the different logos and how to use them correctly) as well as guidelines for using the logo, PowerPoint and word templates. Correct usage of the EU acknowledgement that must be included with all dissemination relating to foreground is also included in the guide.

## ANNEXES

### Annex A. REvived water Brand Guidelines





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REVIVED water  
Brand Guidelines

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### **20 EU ACKNOWLEDGEMENT**

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## INTRODUCTION

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### 1 REVIVED water Brand Guidelines

#### Brand Guidelines

The brand guidelines set out in this manual for REVIVED water offer the means by which all partners in REVIVED water can achieve the prescribed standards of presentation.

All partners are expected to adhere to the standards laid down in this manual. Please follow the guidelines exactly.

For any queries regarding the implementation of the REVIVED water branding guidelines, please contact **Alberto Vallejo**, AquaTT Project Officer ([alberto@aquatt.ie](mailto:alberto@aquatt.ie)).

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**LOGO**

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**2** REVIVED water  
Brand Guidelines

# SECTION 1

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## LOGO

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### 3 REVIVED water Brand Guidelines

The REVIVED water Logo is constructed using a combination of bold lettering, harmonious colour choices and illustration.

Always use the artwork provided and adhere to guidelines provided within this document when using the logo in any format. Pay particular attention to the minimum clear space required and instructions for pairing the logo with photography.



Primary Logo - universal use

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## TYPEFACES

### Primary - Open Sans (Graphic Design Use Only)

Open Sans is the primary REVIVED water typeface. This simple, modern font helps communicate ideas clearly and confidently. It is highly legible in both print and digital communications. It is available in a range of weights: from light to extrabold.

Open Sans is primarily used for print design. For internal documents (such as Microsoft Office applications), use the alternate typefaces on the following page.

Remember: no other typefaces are to be used.

OpenSans is available for free download from the Google font directory:

[www.google.com/fonts/specimen/Open+Sans](http://www.google.com/fonts/specimen/Open+Sans)

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#### Open Sans Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 @\*?!&%+="

#### Open Sans Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 @\*?!&%+="

#### Open Sans Bold

#### Open Sans Semibold

#### REVIVED water

[revivedwater.eu](http://revivedwater.eu)

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### Secondary - Calibri (Internal Use)

Calibri is the secondary REVIVED water typeface. This font is intended for internal use. Calibri reflects the clean look of the primary typeface and should be used whenever possible within Microsoft Office applications i.e. Word, Powerpoint, Excel etc.

Calibri Bold can be used principally for headings and captions.

Remember: no other typefaces are to be used.

Calibri Regular can be used for all standard communication materials e.g. letters/faxes/reports/emails etc.

Calibri is packaged with all Microsoft and Macintosh computers.

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#### Calibri Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 @\*?!&%+="

#### Calibri Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 @\*?!&%+="

## COLOUR PALETTE

### 5 REvived water Brand Guidelines

#### Print

The CMYK values are required when preparing materials for professional print jobs.

In-office printing will provide varied results depending on equipment and as a result, 100% colour accuracy cannot be expected.

#### Web

The RGB values are required when preparing materials for the web.

It is important to note that the calibration of monitors, desktop printers and projection equipment can vary. Please adhere to the RGB values provided to ensure consistency across all materials for the web.

#### REvived water Dark Blue

C 100	
M 87	R 34
Y 25	G 60
K 10	B 121

#### REvived water Medium Blue

C 87	
M 51	R 32
Y 11	G 39
K 0	B 90

#### REvived water Light Blue

C 51	
M 0	R 113
Y 10	G 205
K 0	B 226

#### REvived water Grey

C 65	
M 56	R 87
Y 53	G 89
K 27	B 91

---

## BLACK AND WHITE VERSION

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6 REVIVED water  
Brand Guidelines

One colour versions are intended for applications that are restricted in colour, such as fax, memo etc. and any time it is not possible to use colour printing techniques.

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## CORRECT USE OF LOGO

7 REVIVED water  
Brand Guidelines

### Background Variations

The preferred background for the REVIVED water logo is white, but in some cases it is necessary to use the logo over colour. It is recommended to use the logo only over light coloured backgrounds. In all cases, it is important to ensure that all elements of the logo are clearly visible.



#### Correct

The full colour logo is only fully visible on a light background.



#### Incorrect

The full colour logo is not fully visible here as the background is too dark.



---

## CORRECT USE OF LOGO

8 REVIVED water  
Brand Guidelines

### Background Variations

The preferred background for the black REVIVED water logo is white, but in some cases it is necessary to use the black logo over lighter colours. It is recommended to use the black logo only over light coloured backgrounds. In all cases, it is important to ensure that all elements of the logo are clearly visible.



#### Correct

The black logo is only fully visible on a light background.



#### Incorrect

The black logo is not fully visible here as the background is too dark.

---

## CORRECT USE OF LOGO

9 REVIVED water  
Brand Guidelines

### Background Variations

The preferred background for the REVIVED water logo is white, but in some cases it is necessary to use the logo over dark colours. It is recommended to use the white logo only over dark coloured backgrounds. In all cases, it is important to ensure that all elements of the logo are clearly visible.



#### Correct

The white logo is only fully visible on a dark background.



#### Incorrect

The white logo is not fully visible here as the background is too dark.

---

## CORRECT USE OF LOGO

10 REVIVED water  
Brand Guidelines

### Background Variations

The preferred background for the REVIVED water logo is white, but in some cases it is necessary to use the logo over images. In all cases, it is important to ensure that all elements of the logo are clearly visible.



#### Correct

The full colour logo is fully visible on a light image.



#### Incorrect

The full colour logo is not fully visible on a dark image.

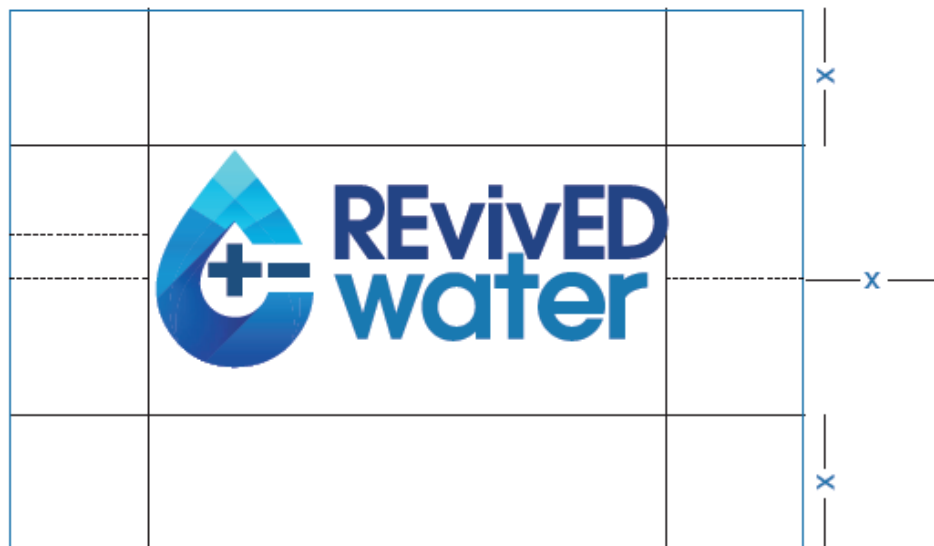
## CORRECT USE OF LOGO

### 11 REvivED water Brand Guidelines

#### Clear Space

Clear space is the area surrounding the logo that must be kept free of other graphical elements.

The minimum required space is marked by the letter X which is equal to half the height of the logo.



## INCORRECT USE OF LOGO

### What not to do

Never recreate elements of the artwork. Do not modify elements or alter colours. Please adhere to the guidelines below.

✗ Do not distort logo



✗ Do not modify colours



✗ Do not rearrange elements



✗ Do not add elements



✗ Do not use elements alone



✗ Do not modify proportion



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**APPLICATION**

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**13** REvived water  
Brand Guidelines

# SECTION 2

## POWERPOINT

### Cover & Closing Slides

Please follow the PowerPoint template exactly. The recommended font is Calibri. Maximum font size is 60pt.

#### PowerPoint Title

Calibri Bold 32pt

Upper and lowercase

Left-Aligned

#### Date

Calibri Bold 20pt

Upper and lowercase

Left-Aligned

• **Presentation Title**

• Subtitle/Name/Date



#### Title

Calibri Bold, Bold 48pt

Upper and lowercase

Centre-aligned

#### Contact Details

Calibri Bold 26pt, Regular 20pt

Upper and lowercase

Left-aligned

• **Thank You**

• **Contact Details**

Phone: 01 123456789

Email: info@revivedwater.eu



## POWERPOINT

### Inner Slides

Please follow the PowerPoint template exactly. The recommended font is Calibri. Maximum font size is 30pt. There are two styles of slide provided.

Please note, it is recommended to use the slides without the grey background when using imagery such as tables, graphs and photography. Always ensure that all text and imagery is clearly visible.

### Header

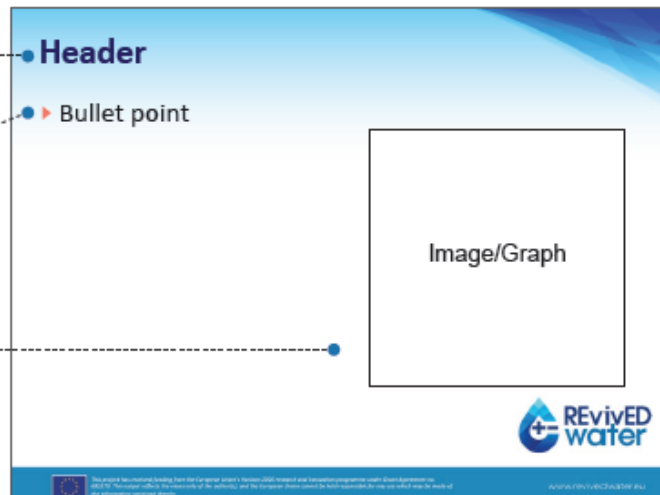
Calibri Bold 30pt  
Upper and lowercase  
Aligned left

### Subheading, Body Text

Calibri Bold, Regular 26pt  
Upper and lowercase  
Aligned left

### Imagery

Use slides without grey background. Keep enough clear space between text, edge of slide and imagery.





## WORD REPORT

16 REVIVED water  
Brand Guidelines

### Microsoft Word Report Template

Please follow the Word template exactly. The recommended font is Calibri.

### Colour Theme

There is a custom colour theme included with the template called 'REVIVED water'.

### Heading

Calibri Reg 36pt  
Upper and lowercase  
Aligned left

### Subtitle

Calibri Reg 24pt  
Upper and lowercase  
Aligned left

### Confidential

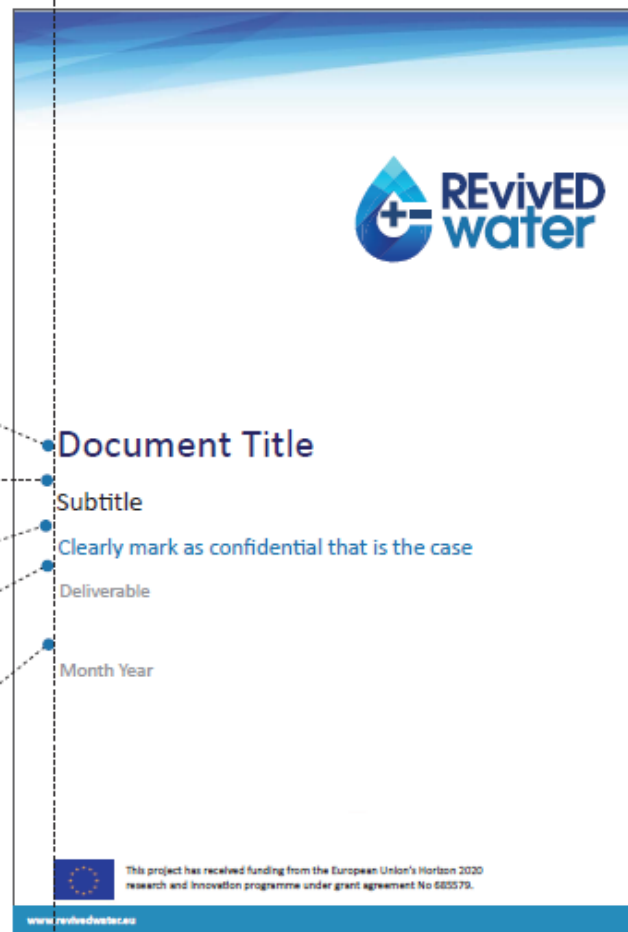
Calibri Bold 20pt  
Aligned left

### Deliverable

Calibri Bold 18pt  
Aligned left

### Date

Calibri Bold 18pt  
Aligned left



## WORD REPORT

17 RevivED water  
Brand Guidelines

### Text Styles

There are 5 custom text styles with this template.

**Heading 1** (Calibri Bold 16pt, Navy)- chapter/section headings

**Heading 2** (Calibri Bold 14pt, Orange)- subtitles and second/third level headings

**Normal** - (Calibri Reg 12pt, Black) body text

**Subtitle** - (Calibri Reg Italic 12pt, Grey) captions, quotes, figure numbers etc

**Hyperlink** - (Calibri Reg Underlined 12pt, Orange)

Heading 1

Heading 2

Normal

Subtitle


### Custom Table

Calibri Bold 12pt

Upper and lowercase

Aligned centre

Hyperlink



Report Title

---

## 2. Title of the 2nd chapter

### Subtitle

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*

#### 2.1 Second level title

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*


Table Header	Table Header	Table Header	Table Header
Text	Text	Text	Text
Text	Text	Text	Text
Text	Text	Text	Text

Table 1: Title

Figure 1: Title

[Hyperlink](#)

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 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 485576.

www.revivedwater.eu

## WORD REPORT

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Brand Guidelines

### Table of Contents

To add a new section heading to the table of contents, create a new text heading e.g. "Acknowledgements" and apply the style "Header 1" to the text. It will automatically be generated in the table.

To add a second level heading/subtitle to the table of contents, create a new text heading e.g. "1.1 Second

Level Heading" and apply the style "Header 2" to headings. It will be automatically generated in the table.

#### To update table of contents:


- 1) Right-click on table
- 2) Select 'Update Field'
- 3) Select 'Update Entire Table'

### Table of Contents - Section Heading

Generated automatically by applying the style "Header 1" to the header "Acknowledgements" on page 3.

### Table of Contents - Second Level Heading/Subtitle

Generated automatically by applying the style "Header 2" to the header "1.1 Second Level Title" on page 5.

Report Title	
	
<b>Table of Contents</b>	
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www.revivedwater.eu	

## WORD REPORT

### 19 RevivED water Brand Guidelines

#### Saving as PDF & Printing

To ensure the document is saved as a PDF and printed correctly, follow these steps.

##### PC

- 1) File > Save As PDF > Select "Standard Size" > Save.
- 2) Email/ Print PDF as normal.

##### Mac

- 1) File > Page Setup > Under Paper Size select "A4 Full Page".
- 2) If this option is not available select "Manage Custom Sizes". Click the "+" button to create a new page size and adjust settings to those pictured in Fig. 1.
- 2) Save as PDF, email and print as normal.

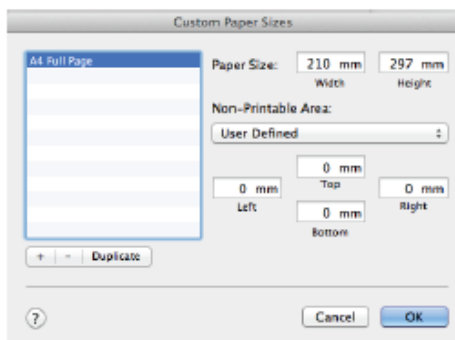


Fig. 1

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## EU ACKNOWLEDGEMENT

### Acknowledgement of EU funding

All publications or any other dissemination relating to foreground should include EU emblem and the following statement to indicate that said foreground was generated with the assistance of financial support from the European Union:

*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 685579.*

### EU emblem

High-resolution versions of the emblem can be found here: <http://europa.eu/about-eu/basic-information/symbols/flag/>

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REvived water  
Brand Guidelines

Designed and  
Developed by AquaTT

[www.aquatt.ie](http://www.aquatt.ie)

## Annex 2. REVIVED water PowerPoint Template



# Presentation Title

Subtitle/Name/Date



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[www.revivedwater.eu](http://www.revivedwater.eu)

## Slide Title

- ◆ Bullet Point 1





Thank you

## Contact Details

Phone: 01 234 5678




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[www.revivedwater.eu](http://www.revivedwater.eu)



### Annex 3. REVIVED water Word Template

#### Deliverable Template

The logo for REVIVED water, featuring a stylized blue water drop icon with a white plus sign inside, followed by the text "REVIVED water" in a bold, sans-serif font.


Document Title

Subtitle

Clearly mark as confidential if that is the case

Deliverable

Month Year

 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 685579.

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[www.revivedwater.eu](http://www.revivedwater.eu)

Report Title

## Table of Contents

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<b>SUBTITLE</b>	<b>4</b>
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<b>SUBTITLE</b>	<b>5</b>
<b>1.1 SECOND LEVEL TITLE</b>	<b>5</b>
<b>1.1.1 THIRD LEVEL TITLE</b>	<b>5</b>
<b>2. TITLE OF THE 2ND CHAPTER</b>	<b>6</b>
<b>SUBTITLE</b>	<b>6</b>
<b>2.1 SECOND LEVEL TITLE</b>	<b>6</b>
<b>ANNEX 1</b>	<b>7</b>
<b>SUBTITLE</b>	<b>7</b>
<b>LANDSCAPE PAGE 1</b>	<b>8</b>
<b>SUBTITLE</b>	<b>8</b>



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 685579.

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## Acknowledgements

This report has been produced as part of the REVIVED water project “Low energy solution for drinking water production by a REVival of ElectroDialysis systems”. The logos of the partners cooperating in this project are shown below and information about them and the project is available under [www.revivedwater.eu](http://www.revivedwater.eu).

This work has been carried out by:



### Disclaimer:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 685579.

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Report Title

## Executive Summary

### Subtitle

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*

### Hyperlink

Table Header	Table Header	Table Header	Table Header
Text	Text	Text	Text
Text	Text	Text	Text
Text	Text	Text	Text

*Table 1: (Calibri 11, italics)*

*Figure 1: (Calibri 11, italics)*



## 1. Title of the 1st chapter

### Subtitle

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*

### 1.1 Second level title

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

#### 1.1.1 Third level title

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Table Header	Table Header	Table Header	Table Header
Text	Text	Text	Text
Text	Text	Text	Text
Text	Text	Text	Text

Table 1: Title

Figure 1: Title

[Hyperlink](#)

Report Title

## 2. Title of the 2nd chapter

### Subtitle

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*

### 2.1 Second level title

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*

Table Header	Table Header	Table Header	Table Header
Text	Text	Text	Text
Text	Text	Text	Text
Text	Text	Text	Text

Table 1: Title

Figure 1: Title

[Hyperlink](#)

Report Title

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## Annex 1

### Subtitle

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

*The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.*

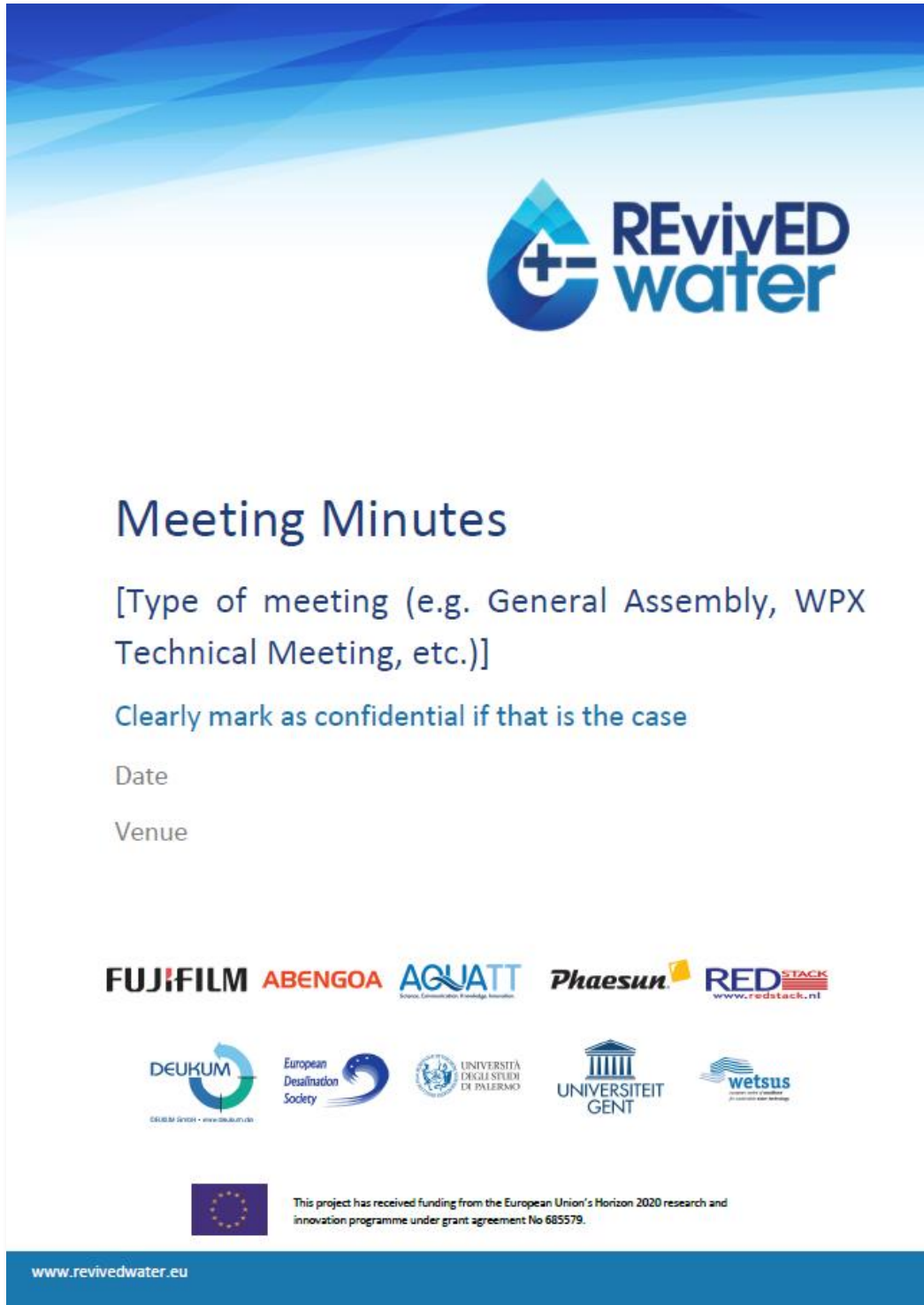
[Hyperl](#)

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## Meeting Minutes Template



The template features a blue header with the REVIVED water logo. Below the logo, the title 'Meeting Minutes' is displayed in a large, bold font. A placeholder text indicates the type of meeting, such as 'General Assembly, WPX Technical Meeting, etc.'. A note advises to 'Clearly mark as confidential if that is the case'. Fields for 'Date' and 'Venue' are provided. A row of logos for project partners is shown, including FUJIFILM, ABENGOA, AQUATT, Phaesun, RED STACK, DEUKUM, European Desalination Society, UNIVERSITÀ DEGLI STUDI DI PALERMO, UNIVERSITEIT GENT, and wetsus. A footer section contains the European Union flag and a statement about funding from the Horizon 2020 research and innovation programme under grant agreement No 685579. The website 'www.revivedwater.eu' is listed at the bottom.

**REVIVED water**

## Meeting Minutes

[Type of meeting (e.g. General Assembly, WPX Technical Meeting, etc.)]


Clearly mark as confidential if that is the case

Date

Venue

**FUJIFILM** **ABENGOA** **AQUATT** **Phaesun** **RED STACK**  
Science, Communication & Knowledge Innovation [www.redstack.nl](http://www.redstack.nl)

**DEUKUM** **European Desalination Society** **UNIVERSITÀ DEGLI STUDI DI PALERMO** **UNIVERSITEIT GENT** **wetsus**  
DESALINATION SERVICES • [www.desalination.eu](http://www.desalination.eu)

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[www.revivedwater.eu](http://www.revivedwater.eu)



## Meeting Minutes

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## Meeting Minutes

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**Introduction**

An introduction should include the following:

- Date, venue and participants
- Aim of the meeting
- Summary of the meeting programme/issues discussed
- Result of the meeting



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## Meeting Minutes

### Session 1 – [Title]

This section should include the following:

- Who presented this session
- Brief description of the main points discussed
- Main key actions and decisions of the session

### Session 2 – [Title]

[Text]

### Session X – [Title]

[Text]

### Session X – [Title]

[Text]

### Decisions made

Sum up the main points of the meeting and any additional information provided (e.g. next meeting venue and dates)

#### Actions agreed – Next steps

1. Subject:
  - Responsible person:
  - Task:
  - Deadline:
2. Subject:
  - Responsible person:
  - Task:
  - Deadline:
3. Subject:
  - Responsible person:
  - Task:
  - Deadline:



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Meeting Minutes

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## **Annex 1**

Subtitle



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Report Title

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Landscape Page 1

Subtitle

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