S A R
Society for Artistic Research

SARA

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Announcement Service

ABOUT

SAR enables individual and institutional members as well as non-members to distribute announcements of relevance to artistic research environments, such as symposia, conferences, discursive events, exhibitions, publications, events, performances, study programmes and available positions etc. via a dedicated email list, reaching colleagues who have registered at the Research Catalogue (RC).

SARA has a well-targeted and wide reach: There are approximately 35,000 registered users of the Research Catalogue; SARA will reach most of these practitioners in the area of artistic research worldwide.

Society for Artistic Research
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www.societyforartisticresearch.org

SARA BOOKING PROCEDURE

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1. Rates and Cancellations

SAR members will pay 120 euro per announcement. The rate for non-SAR members is 250 euro per announcement.

Rate per announcement	Euro
SAR members	120
Non-SAR members	250

In case of cancellations, the fee cannot be returned. However, should SAR find that the requested announcement cannot be accepted for publication (see point 8, second paragraph) the payment will be refunded.

2. Reservation Period

All materials for submissions must be filled in the submission form provided at least seven days prior to the announcement and the payment must be done at the same time through the online payment service provided.

3. Booking Process

To confirm an announcement we need that you fill in the submission form, which you find here: https://www.sar-announcements.com

In the submission form, we need that you, as the advertiser, provide the following information:

- Your name, billing address and contact email;
- A text of up to approx. one thousand words, see point 4;
- An image, see point 5;
- Your preferred date for publishing.

At the same time, the applicable payment should be done through the provided Mollie Online System. Once the payment has been received, SAR will publish the announcement in accordance with these terms. Every announcement will be published separately.

4. Text

The text must be in English, with a maximum length of approx. one thousand words, and has to be inserted directly into the form. As SAR will not provide any proof reading, you as the advertiser are entirely responsible for the text to be published, including check for misspellings and grammatical errors.

5. Image

Announcements must include an image, which could be your logo if applicable. This image file should be at least 650 pixels wide, because all announcements will be displayed with an image of this width on the top. If

applicable, the image should be supplied with a caption text identifying the creator and/or the holder of the copyright.

6. Logo (optional)

In addition to the mandatory image, submission of a logo displayed at the bottom is optional. Please provide a single image file not wider than 650 pixels.

7. Test mail

To check how the announcement will look, there is the function of sending yourself a test email. We advise you to carefully examine the test mail(s) – including check for misspellings and grammatical errors – in order to prevent sending incorrect announcements.

8. Disclaimer

You as the advertiser, are responsible for the content of the announcement and all use of copyright protected material. Should the announcement infringe the issue of copyright, SAR has the right to not publish and/or remove the announcement.

If SAR finds that the announcement contains illegal material or is in conflict with our overall aims and interest, SAR has the right to not publish the announcement.

SAR cannot be made liable for any financial, logistic and/or organisational consequences of publishing your announcement. In case the announcement cannot be published or cannot be published at the requested time, the maximum limit of any claim towards SAR is restricted to the amount of the paid fee.