



Rules of the International Letter-Writing Competition for Young People

1 Objective

The International Letter-Writing Competition aims to develop young people's skills in composition and the ability to express their thoughts clearly, to foster their enjoyment of letter writing, and to help strengthen the bonds of international friendship – one of the basic missions of the UPU.

2 Participation

- a Only young people up to the age of 15 years may take part in the competition.
- b The UPU International Bureau cannot accept entries sent direct by schools or private individuals.
- c The organizers designated by member countries must respect the competition's organizational principles (see point 5), which specify that they are solely responsible for organizing the national stage of the competition and should therefore provide all the parties concerned with their own contact details and not those of the UPU International Bureau.
- d The organizers should select their country's best composition (one composition per country or territory only) and send it to the International Bureau **no later than 30 April 2010**.
- e Entries must be accompanied by a covering letter from the ministry or regulator or designated operator responsible for organizing the national stage of the letter-writing competition.

3 Submission of applications

- a Entries may be submitted in any of the following ways:
 - by post: please send all the original documents listed below, attaching a good quality photograph of the candidate, to the following address:
Gisèle Coron
Communications Programme
International Bureau
Universal Postal Union
Case postale
3000 BERNE 15
SWITZERLAND
 - by e-mail: in order to facilitate and expedite the competition process, the International Bureau strongly urges designated operators to submit their entries by e-mail (they must, however, also send the original by post); entries should be sent to Gisèle Coron (gisele.coron@upu.int);
 - or by fax to: +41 31 350 37 11.
- b All entries must include the following documents:
 - the composition (produced on a computer) in one of the following languages: Arabic, English, French, Portuguese, Russian or Spanish. If the original is handwritten, the competition organizer is requested to reproduce the text on a computer;
 - a covering letter from the organizing body;
 - a translation into English, French or Spanish (as preferred) of the original composition if it has been written in a language other than those mentioned above. (Please ensure that a good

quality translation is provided; if the style is poor and the text difficult to read and understand, the writer's chances of winning the international prize may be compromised.)

- a duly completed entry form, including the contact details of the candidate and the national competition coordinator; this form is also available in electronic format: (www.upu.int/letter_writing/fr/index.shtml).
- a good quality digital photograph of the candidate, preferably in JPEG format (at least 300 dpi).

4 Presentation and content of entries

- a The compositions submitted must be recent, unpublished letters.
- b compositions must be presented in the form of a letter ("Dear", include the address of both the addressee and the sender, and end with a signature).
- c Entries must strictly respect the set theme. The theme chosen for the 2010 competition is: "Write a letter to someone to explain why it is important to talk about AIDS and to protect oneself against the disease."
- d Entries must adhere strictly to the number of words permitted in the original language (between 500 and 800).

5 Organization of the competition and selection of winners

- a Each member country organizes a letter-writing competition for young people in its territory as suits it best, but preferably with the help of the national education authorities, and selects the best entry. The best entry is chosen in accordance with the general rules of the competition (see section 4, points a to d).
- b Participating member countries send the chosen entry to the International Bureau, together with all the required documents listed in section 3, including (if necessary) a translation into one of the languages used by the UPU **no later than 30 April 2010**. Entries must reach the International Bureau of the UPU by the end of April, so that compositions in languages other than English, French or Spanish can be translated and prepared in time to reach the jury by the end of May 2010;
- c If entries are submitted in handwritten form, participating Posts are requested to reproduce the text on a computer and send it by e-mail to Gisèle Coron: gisele.coron@upu.int, at the same time sending the original entry by post (see point 3).

6 Jury's decision and announcement of results

- a The International Bureau will designate a jury responsible for assessing the letters selected. This jury will choose the best three entries, the authors of which will each be awarded a medal, and may also select up to five other entries, whose authors will receive a special mention.
- b The International Bureau will inform the countries concerned of the results by letter.

7 Prizes

- a The first three international winners will receive medals (gold for the first, silver for the second and bronze for the third) struck by the International Bureau, as well as a certificate and other prizes offered by the UPU International Bureau.
- b Member countries may also award additional prizes to their international prizewinners, at their discretion.
- c It is recommended that the prize-giving ceremonies be held on 9 October, the anniversary of the foundation of the UPU, to form part of the activities connected with World Post Day.

8 Publicity

- a The winning composition will be published in *Union Postale* together with the names of the silver and bronze medal winners.
- b Member countries are encouraged to promote the competition (the launch of the national stage of the competition, the fact that it is an international competition organized under the auspices of the UPU, publication of the winning entry, etc.) in their respective countries. They should ask their communications or public relations departments for assistance with issuing press releases, organizing press conferences and preparing promotional material. Please appoint a contact person or organization for the national stage of the competition; the International Bureau of the UPU should not be shown in your publicity material as a contact point. Journalists interested in the international stage of the competition may be directed to the media relations service at the International Bureau (Rhéal LeBlanc; tel. +41 31 350 32 51; e-mail: rheal.leblanc@upu.int).

9 Results

The International Bureau of the UPU will communicate the names of the prizewinners by letter as soon as it receives the results from the jury, in principle no later than August of the competition year. The International Bureau will also organize press activities relating to the event.