



GILMAN SCHOLARSHIP PHOTO SUBMISSION GUIDELINES

We love to receive photos from our Gilman alumni and scholars! If you would like to submit your best photos from your study abroad experience as a Gilman scholar, please follow these guidelines:

- Gilman scholar must be present and visible in the photo.
- Make sure the subject (you!) is in focus. Photos are most appealing when the subject is looking into the camera and photos without sunglasses are preferred.
- No large group shots or photos of only landscapes (we want to see you!).
- Photos must be high-quality (i.e. high resolution).
- Photos provided should be taken in your host country. Keep in mind these photos represent your educational experience abroad, no inappropriate photos please.
- Please submit original photos, without filters or editing.
- Be selective in your submissions. While you may have lots of great photos, please limit your submission to a maximum of 5 photos.
- We always appreciate photos that show our scholars interacting with their host community, as well as photos that illustrate internship or service-learning projects.

Here are just a few examples of great photos of Gilman scholars. To see more, view the many scholars' photos on the [Gilman Program's website](#), [Facebook](#) and [Instagram](#).



To submit your photo(s)

1. Visit <http://www.iiemediaport.org>
2. Create a new account using registration code **GilmanProgram**
3. Log into IIE Media Port using the account information you created.
4. In the upper right of your screen, click the blue button that says "Upload Wizard." (Make sure your browser is set to allow popups; Java v5 or greater must be installed on your computer).



The Benjamin A. Gilman International Scholarship is a program of the U.S. Department of State, supported in its implementation by the Institute of International Education.



GILMAN SCHOLARSHIP PHOTO SUBMISSION GUIDELINES

5. A window will pop up. It says “select upload profile.” It should read “Gilman International Scholarship.” Do nothing and click “Next”
 6. The next window will show a “release date.” It should read today’s date. Do nothing and click next.
 7. The next window will ask you to categorize your assets. You can skip this step and click “next.”
 8. The upload wizard will then ask you a number of different questions, and for the written part of your submission – your impact story. Complete all fields for your submission to be considered valid. Click “next”
 10. Select visual file(s) you want to upload. Acceptable file types are jpeg, png, mov, wmv, and pdf. For image files, a minimal size of 2400 x 3000 pixels (or 8" x 10" at 300 dpi) is preferred. Click “add files” and choose the file you would like to submit. Depending on the size and number of assets, the upload process may take several minutes, but usually moves very quickly. NOTE: Do not close the window until all assets have turned from yellow to green. If you close the window, the transmission will be cut-off and will not complete. The window may remain open in the background of your machine while you work on other pages of your web browser.
-

The Gilman International Scholarship Program uses photos of Gilman scholars to highlight on our website, in social media, and in promotional materials such as brochures, posters and advertisements. By submitting your photos, you agree to the following:

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, (“Releasor”) hereby grants to the Institute of International Education, Inc. (“IIE”), the U.S. Department of State (“USDOS”; together with IIE, the “Users”) and their respective agents, licensees and other designees the absolute and irrevocable right to use Releasor’s voice, name, statements and/or likeness (“Persona”), in each case as obtained in connection with the Releasor’s participation in the Gilman Program on or prior to the date of this Release through the last date of his or her participation in the Gilman Program, in any manner or form, in whole or in part, throughout the world, in perpetuity and royalty-free, in advertising, promotion, publicity, marketing and/or other trade materials to be created by or for the Users (the “Publicity Material”). Releasor agrees that the Publicity Material may be created and/or used in any media now known or ever developed (including without limitation videotaped or audiotaped performances that may appear on radio, televisions and other media) and may be used for any lawful purpose whatsoever.

The User may use the Persona in the Publicity Material alone or in connection with any text, image, graphic, audio, video and/or other creative elements, in its sole discretion. No User will be liable for any editing, alteration, distortion, and/or audio or optical effect that occurs to the Persona in the Publicity Material as used.

Releasor represents and warrants that it owns all right, title and interest in and to the Persona, that it has the full power and authority to grant the rights and assume the obligations conveyed in and through this Release, and that the use of the Persona as contemplated by this Release will not violate the rights of any third party. Releasor hereby irrevocably waives any and all right to inspect and/or approve the Publicity Material, including without limitation the use of the Persona in the Publicity Material. Releasor represents and warrants that it will not, directly or indirectly, challenge, impede or otherwise interfere with any User’s use of the Persona or creation of Publicity Material.

IIE and DOS will own all right, title and interest, including without limitation all copyrights, trademark rights and property rights, in and to the Publicity Material. Releasor agrees that no compensation that is not specifically set forth in this Release is due to Releasor in consideration for the rights granted and obligations assumed in this Release.

