

*Per la PACE nel Mondo,
fra i GIOVANI di Paesi diversi,
con la CULTURA - Incontrarsi,
Conoscersi, Comprendersi,
per sviluppare l'Amicizia tra i Popoli.*

*For PEACE in the World,
among YOUNG PEOPLE of
different Countries,
through CULTURE - Meeting,
Getting Acquainted,
Understanding each other to
develop Friendship among Peoples.*



GUIDELINES FOR THE “INTERNATIONAL STUDENTS’ WORKSHOPS”

Below is the instructions for the Project Co-ordinator, the students and their professors who will be taking part to one of the international students workshop included in the Romualdo Del Bianco Foundation program 2009-2010 (until May 2010). The guidelines can be subject to change and the Foundation will communicate as soon as possible those changes to the participants.

1. GROUPS OF STUDENTS:

Each international seminar is open to groups of students coming from different universities, better if from different countries. The Project Coordinator can make a selection, if needed, considering also the order of received applications.

We ask each university group to bring 2 laptops and a digital camera to have the workshop work properly.

2. NUMBER OF PARTICIPANTS ADMITTED:

After a 10 years of experience, the Foundation has decided to set following criteria:

- the seminar can only take place if there is a minimum of 21 people and the project leader is responsible, with the collaboration of the Foundation, for involving the participating universities; the maximum number is 10 Universities, but the limit can be increased depending on the proposal and the project leader
- each university should be represented by:
 - o **1 tutor-professor**
 - o **1 young assistant professor (optional but recommended)**
 - o **Minimum 4 students** (we don't assure rooms divided by gender)

The number of students from each university/country must be the same, in order to assure that in each international working team, each University/Country is represented. In other words, the students must be grouped in as many international working teams, as the number of students coming from each University/Country.

3. RESPONSIBILITIES OF THE PROJECT LEADER AND THE PROFESSORS :

The project Co-ordinator and the tutors/professors should have the responsibility to:

- **Check and supervise the quality of the research** done by their students, during the three phases: “BEFORE” the workshop in Florence; “DURING”; and “AFTER” the workshop. **The workshops organized by the Foundation are occasions made for students to present their knowledge/experiences and to also to learn from colleagues coming from different countries.**
- Recognize some **CREDIT points** for students who take part in international workshops for their university career. The Foundation will be giving preference to those professors who recognize this opportunity for their students.
- Assure that there is a **link between the faculty's website and the Romualdo Del Bianco webpage** where the workshop is displayed
- Respect the timing and condition for **uploading the works of their students**, during 3 different phases of the workshop
- Respect the timing and modalities of **reservation and payment**.

4. CONDITION OF PARTICIPATION:

The Foundation, thanks to the organising secretariat of Fly Events Srl, promotes a package that comprehend:

- hostel or b&b or hotel accommodation on a bed and breakfast basis for 7 nights. Students will be receiving multiple rooms and professors can receive single room (with a supplement on the fee of 50€) or a double room upon request (the second person is considered as a participant and both can pay the rate offered for the multiple rooms). The Project Leader accommodation is free, provided that the number of the participants to the workshop is over 20 persons (over 40 persons, the rooms for free are two, and so on).
- Lectures and conferences from scholars and professional and visit to specialized institutions, departments according to the subject of the workshop (to be decided with the project leader)
- Support in the visa request (when needed – through letter of invitation and confirmation of accommodation)
- Discount card for self-service meals
- Meeting room for the workshop opening from 8:30 to 10:30 in the morning of the first day, and for the presentation of the outputs on the last day from 5:00 to 8:00 pm
- Program of the workshop
- Certificate of participation
- Visits to the State Museums, as defined in the given program (Galleria degli Uffizi, Galleria dell'Accademia, Museo San Marco, Cappelle Medicee, Palazzo Pitti, Boboli Garden, Bargello)
Pay attention: the visits to the museums are submitted to the approval of the Florence Superintendence of the Museums and Fine Arts; the Foundation is not responsible for possible deny.
- Pasta party on the Friday
- The use of the PC projector upon request and under the attention of personnel on the Monday morning presentation and Friday evening presentation
- Management of the website to present their work also after the workshop
- Participation in the “**Students Workshops Photo Exhibition**” and awards (quarterly prizes of 500 euro – taxes included; for details see below)
- Participation in the yearly “**Degree & Profession – Florence World Festival Prizes**” yearly prize of 2.000 euro – taxes included – for the best work amongst all those presented during the workshops promoted by the Foundation in the previous year (for details, see below)
- Management of the reservations

Small changes on the package can be made, depending on the period of the workshop

PARTICIPATION FEE:

The participation fee, depending on the season, are:

- **Low season** – 01/11/2010 – 21/03/2010 – 250€ per person per week in multiple room (accommodation in hostel or b&b or hotel)

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- **High season**– 02/04/2010– 30/06/2010 and 01/09/2010 – 31/10/2010– 350€ per person per week in multiple room (accommodation in hostel or b&b or hotel)
- **Special summer** - 22/03/2010 – 01/04/2010 and 01/07/2010 – 31/08/2010 – 310€ per person per week in multiple room (accommodation in hostel or b&b or hotel)
- **Single Rooms supplement: 50€ in all the seasons (the number of single rooms is limited)**
- Once the minimum of 21 participants is reached, the Project Leader will be hosted for free by the Fly-Events Srl

DEADLINES:

The list of the participants must be sent at least 45 days previous the beginning of the workshop together with the payment of the participation fee. If the group needs the visa, the Foundation will prepared the needed document as soon as it will receive the list of names, dates of births and passport numbers, the digital copy of the passports and the payment of the fees. After this deadline, if one person or group decides to cancel at least 20 days previous the arrival date, the secretary will be able to reimburse the 50% of the participation fee (after the end of the workshop). After this date there will be no reimbursement.

The periods are an orientation, there might be periods in each season that are considered high season. The tariffs have to be agreed based on each request. Other requests for other kind of accommodation can be analyzed each time, depending on the season.

5. DURATION OF THE WORKSHOP:

Each students workshop will last minimum one week, or 2,3,4 weeks. It will begin on Sunday and end also on Sunday. Workshops or study programs taking place in periods longer then one week will be agreed with each project leader.

6. THE LIBRARY OF THE FOUNDATION:

The Foundation kindly asks for the participants to bring book/books from each of their countries written in the original language along with a hand written memory (name, surname, country of provenance, date, group of study) addressed to the Foundation. Each book will be held in the international library of the Foundation, at the disposal of those interested. If the participants wish to donate drawings, paintings, sculptures, relations or other works; they too will also be placed in the Foundation's museum.

7. HOW DOES THE INTERNATIONAL STUDENTS WORKSHOP RUNS:

Each international students workshop is made up by three different phases; the Project Co-ordinator and the other professors are asked to ensure that all students' tasks are implemented:

PHASE A): BEFORE THE SEMINAR IN FLORENCE:

ON LINE REGISTRATION, PRELIMINARY RESEARCH AND WEB UPLOADING

Once the Foundation is assured that there are the minimum number of university participating, it will confirm to the participants that the workshop may take place. **BEFORE 45 DAYS PRIOR TO THE ARRIVAL IN FLORENCE** the Foundation MUST receive:

- complete **on-line application form** (on www.fondazione-delbianco.org) for each participant and in the page of each workshop (please include Passport Number and Date of Birth in case you need to receive a visa. The Foundation will send the invitation letter once it will have all the data. The Foundation also needs the digital version of the passports)

- **payment of the participation fee** (link from the website www.fondazione-delbianco.org, on the page of the workshop). The payment can be done by credit card, by bank transfer or by Western Union. The Foundation will send the invitation letter, if needed, once the payment will be confirmed.

- **the final list by e-mail of the members of each university group (Name, Surname, Gender of professor and students) to workshop@fondazione-delbianco.org** (in order of the Foundation to keep track of the participants of the workshop, add the Foundation Romualdo Del Bianco e-mail address in the Cc)

- **from each university the preliminary research on the topic prepared by the students**, with maximum 8.000 characters and MUST include at most 8 images. **The research must be uploaded on the workshop webpage on the Foundation's website www.fondazione-delbianco.org. PAY ATTENTION: GROUPS WHO FAIL TO UPLOAD THEIR RESEARCH BEFORE THE DEADLINE MIGHT BE EXCLUDED FROM PARTICIPATING AT THE WORKSHOP IN FLORENCE.** The requirements are listed in the "Instruction for uploading".

In order to avoid any inconvenience and cancellation of the workshop we stress that you respect the deadline. With lack of information the Romualdo Del Bianco Foundation and Fly Events srl cannot guarantee the rooming reservation. Other questions concerning the accommodation (changes in the participants' list, additional days and others) must be directly addressed to the Fly events not to the Foundation. The Promo Florence Events must follow the accommodation instructions of hosting companies.

PHASE B): DURING THE SEMINAR IN FLORENCE: "THE INTERNATIONAL WORKSHOP IN FLORENCE"

INTERNATIONAL WORKING TEAMS OF STUDENTS

The meetings in Florence are a way for the different international teams to hold discussions. These meetings are the perfect opportunities to compare different solutions suggested by each country. Therefore during the first meeting in Florence (usually on Monday morning, according to the weekly workshop programme), the Project Co-ordinator, along with the other colleagues/professors, **forms different international teams of students, in which each team must presents one student as representative of each country.** During the weekly seminar each international working group of students will prepare their work and present it at the end of the week.

PRESENTATION OF THE FINAL WORKS AND AWARDING

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In the closing session (usually on Friday evening, according to the weekly workshop programme) each working team must present its final work. **Each work MUST be at least 3.000 characters long, must include maximum 8 images and be uploaded onto the workshop webpage** on the Romualdo Del Bianco Foundation website (see the "INSTRUCTION FOR UPLOADING").

At the end of the workshop an international jury of teachers who accompanied the students will select the winning international team:

- The winning team will be based upon their level of integration, mutual cooperation, and levels of work. Only one international team will win; since there is one representative of each University/Country participating in each international team, every University/Country will be symbolically awarded, thus there will be no geographical/cultural discrimination occurring. In fact, the workshop proposes, "international integration without competition among cultures and countries".
- **Pay attention:** No winner will be selected if, by any reason, the heterogeneous and equilibrated composition of each international student's team is not respected as in the following cases:
 - all the Universities/Countries are not represented in each international team of students
 - If two or more representatives of the same University/Country are in the same international team
 - If the winning international team has not proven to have reached a positive level of integration/friendship amongst other students

PHASE C): AFTER THE SEMINAR IN FLORENCE:

PREPARATION AND UPLOADING OF THE FINAL REPORT

Each university group will prepare a final report, based upon the international experiences and knowledge they gained during their stay in Florence. **Each report MUST be at least 8.000 characters long and MUST include at most 8 images.** The works must be uploaded in a special web page provided in the website www.fondazione-delbianco.org by the Foundation **within 60 DAYS after the workshop is concluded** (see "INSTRUCTION FOR UPLOADING")

THE IMPORTANCE TO ACCOMPLISH WITH THE PHASE C)

Phase C) is important as the latter phases because it allows everybody to compare the final works with the previous phases and previous workshops. Through this phase it is possible to evaluate the Foundation influence; **in other words it is a way for the Foundation to evaluate its contribution in the principles of integration and respect for different cultures and their influence upon our youth. "A past to know together, a common future to build".**

That's why it is **ABSOLUTELY** needed that each university participant should assure the presentation of the new students' works 60 days after the Florentine workshop. **In case of lacking, the Foundation will take it in due account when preparing the invitation for the following programme.**

AWARDS FOR THE PARTICIPANTS TO THE INTERNATIONAL STUDENT WORKSHOPS

WORKSHOPS' INTERNATIONAL TEAMS FINAL WORK AWARD

Every international group might prepare and leave to the Foundation before departure:

- the presentation of the final work on a A3 format (layout given by the Foundation)
- the PowerPoint presentation, (on the given layout, max 6 slides).

Those works will be presented during the Degree & Profession - Florence World Festival, 24-27 November 2009.

All the international teams final works of the workshop of the year 2009-2010 (not depending on the winning team in Florence) will be collected and presented also during the Degree & Profession of 2010 and the best work will be selected and awarded with 2.000,00€ (before Italian taxes) during the 2010 edition of the Florence World Festival.

WORKSHOP'S INTERNATIONAL TEAM PHOTO AWARD

At the end of the workshop each student can upload (as soon as possible) on the Foundation webpage 4 photographs taken during the week. The international photo album is called: "Memories and Impressions of the International Florentine experience promoted by the Romualdo Del Bianco Foundation".

To better give the idea of the week, the Foundation propose the categories:

- "feelings inspired by Florence"
- "feelings inspired by international activities for Intercultural Dialogue"
- "about the Foundation's activity For Intercultural Dialogue – Life Beyond Tourism"
- "heritage and tourism"

The uploaded photos will be on-line and participate to the award "Workshops' International Team Photo". The best picture, based on the visibility, the number of votes, and the quality of the picture will be selected and could win €500,00 (before Italian taxes) every three months. The periods are: January-March, April-June, July-September, October-December.

The votes will be counted for 1 month after the period of pertinence. If a workshop happens between two periods they will be counted in the latter one.

Instruction for uploading the photos are given to the project leader and distributed during the workshop.