

*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.*



THE RUNNING OF THE RDB FOUNDATION WEB SITE UPLOADING SYSTEM

WWW.FONDAZIONE-DELBIANCO.ORG

Year 2009-20010

Dear Project Leader, dear Professors, dear Students,
Dear participants to the students' workshops

After the insertion of the workshop in the program of the Foundation the webpage of the workshop will be created and it will be composed by:

- General page managed by the Project Leader who will receive the link to the "**PROJECT LEADER AREA**" and password for the area; the passwords for the national groups to be given to the invited professors; passwords for the international groups to be used during the workshop. The Project leader, following the underneath instruction, should fill out the page as soon as possible to consent the promotion of the workshops.
- National teams page, Before and After: each invited professor from each country will receive by the Project Leader the password to fill out this page, as explained below
- International teams page: each international team will receive by the Project Leader the password to fill out this page during the workshop in Florence, as explained below

Each area should be filled out at the given time, by different responsible and groups as underneath specified:

Here below you will find the instructions how to manage the web page dedicated to the workshop you are taking part to.

INSTRUCTIONS FOR THE PROJECT LEADER

1. enter the **Project Leader's back office** through the **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. using his/her own password (received directly by the Foundation) the Project Leader must access the "**PROJECT LEADER AREA**" and insert **General Information** like:
 - title of the workshop
 - name, e-mail address, fax of him/her, a photo
 - the textual description of his purposes of the workshop and 3 images

In the same page there is also a section where the Project Leader is asked to put the name of the **University Participants** he decides to invite. This part can be also filled out by the invited professors.

Finally, there is a section devoted to the **International Groups** of students, which will be filled up during the Florentine seminar by the Project Leader or the single groups.

3. once the Project Leader has finished to update the page of the General Information on the workshop, he/she can assign the **different passwords (received previously by the Foundation)** to the different colleagues from the different universities, who were invited to take part to the workshop (the Project Leader can send the passwords by e-mail or fax). Besides the Project Leader is asked to give to each Professor invited the instruction necessary for him/her to update the relevant page (see the following paragraph).

INSTRUCTIONS FOR THE UNIVERSITY TUTORS/PROFESSORS

1. each Tutor/Professor should enter the **national teams back office** through the **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. using his/her own password (received directly by the Project Leader) the Tutor/Professor enters the "**PARTICIPANT UNIVERSITIES AREA**", in which he/she can:
 - Specify some general information (name of his/her University/Faculty/Institute, the composition of his/her group, specifying first the name of the Professor, then the students)
 - upload the Works of his/her University Group of students made:
 - i. **BEFORE** the workshop in Florence (each group of university students must upload a preliminary work 30 days before the workshop in Florence; **Each preliminary work MUST be at least 8.000 characters long, max 8 images are allowed.**

FONDAZIONE ROMUALDO DEL BIANCO

*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.*



PAY ATTENTION: in case of lacking of uploading of the preliminary work within the deadline, the university students group will be excluded

- ii. **AFTER** the workshop in Florence, **within 60 days by the end of the workshop**, each participant student from each university group should prepare and upload on the apposite Foundation web page a **FINAL REPORT** of the workshop. **Each report MUST be at least 8.000 characters long, with at most 8 images.**

The fulfilment of the Phase AFTER is extremely important because by comparing the final works with the previous BEFORE'S it is possible to evaluate the influences of the Foundation's activity; in other words the contribution to the spreading of the principles of respect of each cultural identity and their valorisation among youth: for "a past to know together, a common future to built".

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.

PAY ATTENTION: in case of lacking the participants will be excluded from the participation in the Workshops' International Teams Final Work Award and from the Workshop's International Team Photo Award. Also the Foundation will take it in due account when preparing the invitation for the following programmes

INSTRUCTIONS FOR THE PROJECT LEADER AND UNIVERSITY TUTORS/PROFESSORS, FOR THE PHASE DURING

1. During the stay in Florence, under the Project Leader control, each International Student Group should enter the **national teams back office** through the **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. using their own password (received directly by the Project Leader) the groups enters the "**FLORENCE SEMINAR AREA**", in which they have to:
 - i. **the name of the members (and the initial of their Country)**
 - ii. **the work/images made in Florence. Each work MUST be at least 3.000 characters long, with at most 8 images**

PAY ATTENTION: in case of lacking the participants will be excluded from the participation in the Workshops' International Teams Final Work Award

INSTRUCTIONS FOR STUDENTS TO UPLOAD THE PICTURES AND PARTICIPATE IN THE AWARD

1. after going back (maximum 1 week) each students should enter the **national teams back office** through the **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. using their own password (received directly by the Project Leader) the groups enters the "**PARTICIPANT UNIVERSITIES AREA**". At the end of the page there is the link to <<PHOTO EXHIBITION>> in which they have to upload 4 pictures in the categories:
 - i. "feelings inspired by Florence"
 - ii. "feelings inspired by international activities for Intercultural Dialogue"
 - iii. "about the Foundation's activity For Intercultural Dialogue – Life Beyond Tourism"
 - iv. "heritage and tourism"The pictures (max 100 KB) will participate in the Workshop's International Team Photo Award

PAY ATTENTION

All the information (descriptions, images, photos) inserted by the Project Leader, the Professors and the members of the International Groups of Students in their back office area, will be automatically displayed the our web system in the main page of the workshop, so that each visitor can view the updated situation of the seminar's works.

We hope that you can co-operate with us for an improvement of the working of such students' workshops. We trust in your kind patience if, at a first sight, some details of the systems need to be corrected.

Friendly yours.

Simone Giometti
Secretary General

FONDAZIONE ROMUALDO DEL BIANCO