

*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.*



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

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

## Instructions for the Project Leader

1. the back office of the students' workshop web page is <http://www.fondazione-delbianco.org/seminari/back/> ("PROJECT LEADER AREA")
2. once entered in the back-office area, the Project Leader must use his own password, with which he/she must to access to the personal page and insert **General Information** concerning with:
  - title of the workshop
  - name, e-mail address, fax of him/her, a photo
  - the textual description of his proposal and 3 images

In the same page, the Project Leader can also view the name of the **University Participants** (it is not necessary for him/her to put, it is up to the different Professors colleagues to fill it up using the passwords they will receive by the Project Leader)

Furthermore, there is a section devoted to the **International Groups** of students, which will be filled up only 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 **5 different passwords** to 5 different colleagues from different university who he/she invites 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).
4. once in Florence (and only at that moment), the Project Leader will assign to each International Group of Students the own password.

## Instructions for the Professors invited by the Project Leader and the students

1. also each Professor can access to his/her own page by using the password assigned in the web page <http://www.fondazione-delbianco.org/seminari/back/> ("PARTICIPANT UNIVERSITIES AREA")
2. In this area each Professor can:
  - Specify some general information (name of his/her University/Faculty/Institute, the composition of his/her group)
  - 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; a description of the work and max 8 images are allowed. **PAY ATTENTION: IN CASE OF LACKING OF UPLOADING OF THE PRELIMINARY WORK WITHIN THE DEADLINE AS BEFORE THE UNIVERSITY STUDENTS GROUP WILL BE EXCLUDED**)

**FONDAZIONE ROMUALDO DEL BIANCO**

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- ii. **AFTER** the workshop in Florence, **within 60 days by the end of the workshop**, each participant student from each university group should upload on the apposite Foundation web page the report/information reached during their stay in Florence and upload his/her best 4 photos of the week (one for each following categories), joining the international photo contest "Memories and Impressions of the International Florentine experience promoted and organized by the Romualdo Del Bianco Foundation" **using the following sections:**
  - i. "feelings inspired by Florence"
  - ii. "feelings inspired by international activities"
  - iii. "what about the Foundation's activity"
  - iv. "new ideas for future activities"**WITHIN 31ST DECEMBER**, the best pictures of each section – obtaining the highest number of votes in internet - will be prized with a voucher-prize kindly given by Vivahotels® Art in our HeArt.

Fulfilling the Phase AFTER) is as important as the previous one, 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 FOUNDATION WILL TAKE IT IN DUE ACCOUNT WHEN PREPARING THE INVITATION FOR THE FOLLOWING PROGRAM.**

## **Instructions for the International Students Group** (during the stay in Florence)

Once in Florence, different international students group will be formed; the Project Leader will assign to each of them a specific password. Each International Students' Group can access to its own page by using the password assigned, in the web page <http://www.fondazione-delbianco.org/seminari/back/> ("FLORENCE SEMINAR AREA")

1. in this area each International Students' Group must insert
  - the name of the members (and the initial of their Country)
  - the work/photos made in Florence (a description of the work and max 8 images are allowed)
2. **THE UPLOAD OF EACH WORK MUST BE MADE WITHIN THE FRIDAY DAY OF THE WORKSHOP (IN HOTEL FLEMING THERE IS AN APPPOSITE WORK STATION TO DO IT)**

### **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.

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