

*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 guidelines for the RDB Foundation web site uploading system

www.fondazione-delbianco.org
Year 2007-2008

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. to enter the **Project Leader's back office** through the **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. then, the Project Leader must use his own password (received directly by the Foundation) in the "**PROJECT LEADER AREA**", with which he/she must access to the Project Leader's back-office 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. For each university invited, the Project Leader gives a special password (always received by the Foundation before), which will be used by the University-invited Tutors.

Finally, 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; also in this case, the Project Leader receives some passwords by the Foundation, .

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 (received previously by the Foundation)** to 5 different colleagues from 5 different universities, 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. **Instructions for the International Students Group (during the stay in Florence, under the Project Leader control)**

Once in Florence, the Project Leader will proceed to form International Group of Students (see the "2007-2008 Students Workshops Guidelines" and assign to each one their own password (always previously received by the Foundation).

 - Each International Students Group can access to its own web page, through the login page <http://www.fondazione-delbianco.org/seminari/back/> .
 - Then, by using the password assigned by the Project Leader in the "FLORENCE SEMINAR AREA" each International Students' Group must insert:
 - i. the name of the members (and the initial of their Country)

FONDAZIONE ROMUALDO DEL BIANCO

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- ii. the work/images made in Florence. **Each work MUST be at least 3.000 characters long, with at most 8 images**

INSTRUCTIONS FOR THE UNIVERSITY TUTOR/PROFESSORS (INVITED BY THE PROJECT LEADER)

1. each Tutor/Professor invited by the Project Leader can access to his/her own page by using the same **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. then, the Tutor/Professor must use his own password (received directly by the Project Leader) in the "**PARTICIPANT UNIVERSITIES AREA**", with which he/she must to access to the Tutor/Professor's back-office. In this area each Professor 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.** **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 Foundation will take it in due account when preparing the invitation for the following programmes**

Instructions for the International Photo Exhibition

The students of the workshops can take part to the International Photo Contest organised by the Foundation "*Memories and Impressions of the International Florentine experience promoted and organized by the Romualdo Del Bianco Foundation*".

Each student can upload 4 photos, 1 for each of 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"

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All the photos will be displayed on the Foundation's web site; **WITHIN DECEMBER 31ST 2008**, the best pictures of each section – obtaining the highest number of votes in internet - will be awarded with an hotel voucher-prize kindly given by Vivahotels® Art in our HeArt.

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

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