

*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.*



INTERNATIONAL STUDENTS' WORKSHOPS

PROGRAM OF INTERNATIONAL INTEGRATION IN FLORENCE

HANDBOOK FOR THE 2010-2011

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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 2010-2011 (until 30 June 2011). The guidelines can be subject to change and the Foundation will communicate those changes to the participants.

Once the workshops are selected and inserted in the calendar of the activities promoted by the Foundation, the organization of the workshops will be brought forward by the company Fly Events Srl. The Foundation will be kept constantly informed on the development of the events.

For any information regarding the workshops you can contact workshops@lifebeyondtourism.org and you will receive the information from the person of Fly Events responsible for the workshop.

1. NUMBER OF PARTICIPANTS:

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 24 people coming from at least 3 different countries. The minimum number of participants should be reached before the given deadline. In any case the Foundation can choose to confirm the workshop.
- The Project Leader is responsible, with the collaboration of the Foundation, for involving the participating universities.

Each university should be represented by:

- o **1 tutor-professor**
- o **1 young assistant professor (optional but recommended)**
- o **Minimum 4 students:** The number of students from each university/country should be the same, in order to assure that in each international working team, each University/Country is represented. The Foundation reserves the right to confirm the possibility for the workshop to still take place in case the Project Leader will incur in reasonable difficulties in observing this rule.

2. GROUPS OF STUDENTS:

Each international seminar is open to groups of students coming from different universities and countries. The Project Leader 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.

Also single participants could take part in the workshops. Their admittance is decided by the project leader after they applied and presented their Curriculum, directly to the Project Leader and afterwards by the Foundation.

3. DURATION OF THE WORKSHOP:

Each students workshop will last minimum one week. It will begin on Sunday and end also on Sunday. Workshops or study programs taking place in periods longer than one week (2, 3, 4 weeks) will be agreed with each project leader who should include the duration of the workshop in the Call for workshop application form.

4. STRUCTURE OF THE WORKSHOP:

The overall program of the workshop consist in:

Sunday – Arrival of participants

Monday morning – Opening of the workshop (laptop and projector are available) with:

- Registration of the participants
- Presentation of the Foundation
- Presentation of the workshop by the Project Leader (10 minutes)
- Presentation of the University Teams research (7-10 minutes for each group)
- Creation of the International Teams and assignment of the subjects to be dealt with during the week

Monday evening – LIFE BEYOND TOURISM Party (see n. 6)

Tuesday to Friday – Visit to the city, visits to the museums, lessons and group works based on the program agreed with the PL

Friday afternoon – Closing of the workshop (laptop and projector are available) with:

- Presentation of the works of the International Groups (max 10 minutes for each group)
- Delivery of the certificates
- Final dinner or similar reception (as agreed with the Project Leader)

Saturday – Free day – opportunity to organize visits or trips

Sunday – Departure of the participants

For each workshop the program will be agreed between the Project Leader and the Organizing Secretariat (with the support of the Foundation) at least one week before arrival.

4. RESPONSIBILITIES OF THE PROJECT LEADER

The project Leader have the responsibility to:

- **Promote** the workshop to his/her contacts;
- Collect the requests of participation from each university and confirm the acceptance of their request, based on scientific values, also for those that wish to take part as single participants;
- Give to the universities involved the **information regarding the research** that must be done before Florence, the guidelines for the uploading on the website and the information regarding the presentation at the opening of the workshop;
- Keep the organizing secretariat updated on the request received and communicate the list of universities (45 days prior the beginning of the workshop);
- **Update the page of the workshop**, with the help of the organizing secretariat;
- Communicate at least 45 days in advance the ideas regarding **lessons of experts or special visits** that should be contacted, specifying topics of interest;
- Request to the Promo Florence Events organizing secretariat any special service required;
- Agree with the organizing secretariat the program at least one week before the arrival;

- **Check and supervise the quality of the research** done by 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;
 - Communicate to the participants all the rules of participation and promote the uploading of the photos on the Life Beyond Tourism Photoblog;
 - Respect the timing and condition for **uploading the works of their students**, during 3 different phases of the workshop;
 - 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;
- 4. RESPONSIBILITIES OF THE TUTORS OF EACH UNIVERSITY GROUP:**
The tutors/professors taking part in the workshop should have the responsibility to:
- Contact the Project Leader for request of participation, creating the group and give the students the information on the research and on the Photoblog;
 - **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;**
 - Check the respect of the timing and the conditions for **uploading the works of their students**, during 3 different phases of the workshop and on the Photoblog;
 - Check the respect of the timing and the modalities of **reservation and payment**;
 - If the University is taking part for the first time in the activity of the Foundation the tutor/professor will be requested to present to the dean of his/her faculty/university the draft of the **Memorandum of Understanding**, an agreement between the university and the Foundation to collaborate for the workshop and for further activities. The professor will receive the draft by the organizing office for reading and should then send to the organizing secretariat the **logo of the university, the name and the role of the responsible person that will sign the agreement**. The organizing secretariat will support the Foundation and prepare the documents for the signature;
 - 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;
- 5. 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.
- 6. THE LIFE BEYOND TOURISM PARTY**
The Foundation, wishing to favour the intercultural knowledge exchange among the participants promotes the **Life Beyond Tourism Party** at the beginning of the week. The party will be an occasion to meet each other and to share the different cultures. During this party each university group will organize a desk for presenting their country and their culture with the use of promotional material, photos, flags, food and drinks brought from home. Also all the participants will have the opportunity to show and explain their culture and their country by explaining the meaning and significance of the pictures uploaded before coming to Florence on the Photoblog on www.lifebeyonddiscovery.org/photoblog (see PHASE BEFORE guidelines)
- 7. HOW DOES THE INTERNATIONAL STUDENTS WORKSHOP RUNS:**
Each international students workshop is made up by three different phases; the Project Leader and the other professors are asked to ensure that all the tasks are implemented by their students:

PHASE A - BEFORE THE SEMINAR IN FLORENCE

REGISTRATION, PRELIMINARY RESEARCH AND WEB UPLOADING 45 DAYS PRIOR TO THE ARRIVAL IN FLORENCE

- **Each participant should register** following the rules given by the organizing office of Promo Florence Events (Registration form available from the page of the Workshop)
- Each university should **prepared a preliminary research on the topic and upload it on the workshop web-page on www.fondazione-delbianco.org**, with maximum 8.000 characters and 8 images. The guidelines for uploading are listed in the "Instruction for uploading" document.
- **Each participant has to register to the Photoblog on www.lifebeyonddiscovery.org/photoblog and upload at least 4 pictures in the different topics/categories**. Those pictures should express their concept of heritage and explain their country and their culture. Those photos will be shown and explained during the **Global Village Party** during the workshop, giving an opportunity for debate and cultural dialogue. The guidelines and regulation for uploading are listed in the "Guidelines for the use of the photoblogs".

PAY ATTENTION: GROUPS OR SINGLE PARTICIPANTS WHO FAIL TO UPLOAD THEIR RESEARCH AND THEIR PHOTOS BEFORE THE DEADLINE MIGHT BE EXCLUDED FROM PARTICIPATING AT THE WORKSHOP IN FLORENCE.

PHASE B - DURING THE SEMINAR IN FLORENCE

INTERNATIONAL WORKING TEAMS OF STUDENTS

The meetings in Florence allow the different international teams to meet and discuss. These meetings are the perfect opportunities to compare different solutions suggested by each country. Therefore during the opening of the workshop the Project Leader, along with the other colleagues/professors, **forms different international teams of students, with at least one representative of each country**. During the seminar each international group will work together and prepare their final work to be presented during the closing of the workshop.

Duties of the International Teams and of the single Participants:

- **Each International team must present its final work in the closing session of the workshop**. Each team can choose how to present it. From the technical point of view the Foundation offers a laptop and a projector. Any special request should be communicated in advance.
- **Each team must upload the final work on the workshop web-page on www.fondazione-delbianco.org in the Phase During**. The work **MUST** be at least 3.000 characters long and include 8 images. Each International Team will receive the password from the Project Leader. (See "Instruction for uploading").
- **Each participant should upload at least 4 pictures on the Photoblog on www.lifebeyonddiscovery.org/photoblog in the different topics/categories** to explain their experience in Florence.

PHASE C - AFTER THE SEMINAR IN FLORENCE

PREPARATION AND UPLOADING OF THE FINAL REPORT within 60 DAYS after the workshop is concluded

- 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 8 images.** The works must be uploaded on the workshop web-page on www.fondazione-delbianco.org. (See "Instruction for uploading").
- **Each participant should upload at least 4 pictures on the Photoblog on www.lifebeyondtourism.org/photoblog** in the different topics/categories to explain how their experience in Florence influence their life back in their country and their understanding of different culture and of heritage.

The importance of Phase C):

Phase C) is important because it allows everybody to compare the works produced during the three phases and therefore it is possible to evaluate the Foundation influence and its contribution to the integration and the 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 assures the preparation and uploading of the new work 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

INTERNATIONAL TEAM AWARD

At the end of the workshop an international jury composed by the Project Leader and the tutors will select the winning international team based on the level of integration, of mutual cooperation, and the 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. In fact, the workshop proposes, "international integration without competition among cultures and countries".

Pay attention: The Project Leader and the Foundation reserves the right to decide not to award any prize. Possible reasons for not awarding can be for example that 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 no international team has proven to have reached a positive level of integration/friendship amongst other students, if no international team has proven to have reached the goals proposed by the Project Leader. The decisions will be based on the composition of each workshop.

WORKSHOP'S PHOTO AWARD

Each student participating to the workshop should upload on the 'Life Beyond Tourism® Photoblog' on www.lifebeyondtourism.org/photoblog **four photographs for each phase of the workshop: Before, During and After.** The workshops are part of the program 'For Intercultural Dialogue – Life Beyond Tourism' and through the Photoblog students from all nationalities have the opportunity to contribute to the project by uploading their pictures and commenting and voting the photos of other participants. In this way they can represent and compare their personal interpretation of heritage, intercultural dialogue, cultural diversity, traditional knowledge, and travelling, and many others topics.

The uploaded photos will be on-line and participate to the "Workshop Photo Award". The best picture of each workshop, based on the visibility, the number of votes, and the quality of the picture will be selected and could be exhibited during the following *Degree & Profession - Florence World Festival*, during the Regional Festivals around the world and receive a certificate of participation to the international competition (sent by e-mail). The selection will be done at the end of the month following the month of pertinence of the workshop. The Foundation reserve the right to select the photos, based on the above criteria, and to exhibit them based on the opportunities it has. The Foundation reserved the right not to award any photos.

Instruction for uploading the photos are given to the project leader and can be found on the Foundation webpage.

ORGANIZATIONAL RULES OF PARTICIPATION TO THE “INTERNATIONAL STUDENTS’ WORKSHOPS”

The Promo Florence Events – Soc. Fly Events Srl completely agree with the principle of the Romualdo Del Bianco Foundation and with the mission of intercultural dialogue, and therefore agreed to be the organizing secretariat of the International Student Workshops. Together with the Foundation the company agreed the following rules of participation that must be followed by all the universities interested in taking part in the workshops.

1. NUMBER OF PARTICIPANTS:

- the seminar can only take place if there is a minimum of 24 people, which should be reached before the given deadline.
- At least 3 countries must be represented.
- 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 Foundation will communicate to the Organizing Secretariat if it chooses to confirm a workshop that is not meeting the given conditions.

2. PARTICIPATION FEES

The participation fee (all fees are VAT included) for person, depending on the season, are:

- **Low season** – 250€ per person per week in multiple room (accommodation in hostel or b&b or hotel)
Period: 01/01/2010 – 21/03/2010 and 1/11/2010 – 13/03/2011
- **High season** – 350€ per person per week in multiple room (accommodation in hostel or b&b or hotel)
Period: 01/04/2010 – 30/06/2010, 01/09/2010 - 31/10/2010 and 13/03/2011 -30/06/2011
- **Middle season** - 310€ per person per week in multiple room (accommodation in hostel or b&b or hotel)
Period: 22/03/2010 – 31/03/2010 and 01/07/2010 – 31/08/2010 –
- **Single Rooms supplement: 50€ in all the seasons (the number of single rooms is limited)**
- **Fee without accommodation:** 120€ (in all seasons) for registration to the workshop without accommodation.
- **For payment at arrival:** supplement of 35€ to be paid by each participant. If the participants decide to pay at arrival their registration on the website (necessary for registration to the workshop and for the booking of the room) implies the acceptance of the Cancellation Policies written in the registration form. If somebody should cancel their participation, based on the date in which they give the secretary office written communication by e-mail, the possible fee will be calculated and it should be paid by internet, by bank transfer or by some colleague in Florence.

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. 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.

The Participation fee covers a whole package of services included, therefore there are no discount available if any group should decide to stay less days.

The package comprehends:

- **Hostel or b&b or hotel accommodation on a bed and breakfast basis for 7 nights** (for the packages including the accommodation). Students will be receiving multiple rooms, we can't assure accommodation divided by gender or by university of provenance. Professors can receive a 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 number of single rooms available are limited. Special needs should be communicated to the Organizing Secretariat.
- **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 – which should specify it in the Call for Proposal or ask to the Organizing Office in advance, specifying the topic of interest)
- **Support in the visa request** (See guidelines on n. 5)
- Discount card for self-service meals
- **Meeting room for the Opening and Closing** of the workshop, with the use of the PC and the projector. Special needs should be communicated in advance.
- **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).
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 denial. There is no guided tour included, for this service request should be made in advance by the project leader. Other museums will be paid directly by the participants, unless differently agreed with the Project Leader previous the workshop.
- **Life Beyond Tourism Party**
- **Pasta Party** or similar meal on the closing of the workshop
- Management of the website to present the works prepared before, during and after the workshop
- Management of the reservations and assistance before the arrival in Florence and assistance during the stay in Florence
- Participation in the **“Students Workshops Photo Exhibition”** through the “Life Beyond Tourism Photoblog” and awards (quarterly prizes of 500 Euro – taxes included; for details see the Foundation Guidelines)
- Participation in the yearly **“Degree & Profession – Florence World Festival”** 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 the Foundation Guidelines)

Small changes on the package can be made, depending on the period of the workshop. All the changes will be communicated to the Project Leader for agreement.

FOR THE PROJECT LEADER:

The Project Leader should also cover the participation fee of the workshop based on the period of the year.

Once the minimum of 24 participants paying the full participation fee is reached, the Project Leader will be hosted for free by the Fly-Events Srl. The count will be done on the actual number of people arriving in Florence.

3. OTHER SERVICES

The Project Leader can request further services, such as Exhibition Space and organization; Rooms and venues for special lessons and/or exercises; Visits to other museums; trips outside Florence, etc.

The availability and the costs of those services will be confirmed by Fly Events and then agreed by the project leader, who can choose to divide the cost upon the participants or cover it in a different way. Those requests should be made at least 45 days prior the arrival date of the workshop.

4. RULES AND DEADLINES FOR REGISTRATION AND PAYMENT

At least 45 days previous the beginning of the workshop the Project Leader should send a list of universities that confirmed their participation to the workshop.

At least 30 days previous the beginning of the workshop ALL the participants should fill out the participation form on the website with all the requested information (each participant should use his/her own e-mail address) and proceed with the payment of the participation fee. Only for the registered participants the accommodation will be confirmed.

At the same time, the tutor of each group should send by mail at least 30 days previous the beginning of the workshop the list of the participants from his/her university.

5. CANCELLATION POLICIES

The cancellations of packages carried out by written communication to the secretariat 30 days before the event will be reimbursed with a 50 Euro deduction for secretarial costs.

After this deadline, cancellation is possible only for visa problem, copy of the embassy letter must be sent to the secretary office and 50% of the paid amount will be reimbursed. Starting one week before the event no reimbursements will be possible.

Reimbursement will be realized only by bank transfer, IBAN and SWIFT code are necessary and the bank costs will be upon you. The reimbursement will be done maximum 60 days after the closing of the event or after receiving the bank information.

In any case are valid the policies published on the Registration Form.

6. SUPPORT FOR VISA REQUEST

If a group needs visa, the registration following the above given rules, should be done at least 45 days before the beginning of the workshop.

Each registration should include: valid number of passport and birth date, digital copy of all the passport and the payment of the fee. Also the tutor should send a list of participants to check the correspondence. After receiving the registrations Secretariat Office will prepare the invitation letter and the confirmation of registration for the group. The *.pdf of the documents will be sent to the tutor by e-mail to check if everything is correct. Once the OK is received the Secretariat Office will send copy of the files to the embassy via e-mail and if requested copy of the originals to the tutor (who should specify the name and the address of the referent person) by postal mail (it takes 10-12 days). The documents can be also sent by DHL (it takes 3-4 days) and the cost (approximately 70,00€) will be upon the group.

After the ok is given, for any change in the documents the secretariat office will charge 20€ for each new version of the documents. The amount can be paid at arrival in Florence.