

*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](http://WWW.FONDAZIONE-DELBIANCO.ORG)

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. As you know to take part to the workshop each participant (Professor and Student) has some duties regarding the material that must be uploaded on line. To give you a short review (all the information are in the Guidelines for workshop that you can upload on the webpage with the program of the student workshops for the year 2010-2011:

- Project Leader – takes care of the main webpage dedicated to the workshop and uploads the names of the universities taking part in the workshop;
- Professors/Tutors and students in National teams – upload on the workshop webpage the research that must be done before coming to Florence and after the end of the workshop;
- International Teams with their Professors/Tutors - upload on the workshop webpage the final work done during the workshop in Florence
- Single participants – upload their pictures on the 'Life Beyond Tourism© Photoblog' in each phase of the workshop (Before, During, After) to contribute to Intercultural Dialogue

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### 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.

### 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 to access to the Project Leader's back-office and insert and update the **General Information** like:
  - title of the workshop
  - name, e-mail address, personal photo
  - textual description of purposes of the workshop and other information (as in the Call for proposals)
  - 3 images regarding the workshop
  - Instruction regarding the research that the national teams must do before Florence

In the same page there is also a section where the Project Leader is asked to put the name of the **Universities with all the participants**, once he received confirmation of participation.

3. Once the Project Leader has finished to update the page of the General Information on the workshop, he/she can assign **the passwords (received previously by the Foundation)** to the colleagues from the participating universities. 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 the Project Leader should communicate to each International Team the password (received previously by the Foundation) to allow the teams to upload on the dedicated page the final works done in Florence and give the teams the instruction necessary for the uploading of the information.

### FONDAZIONE ROMUALDO DEL BIANCO

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## **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 could be excluded**
    - ii. **AFTER** the workshop in Florence, **within 60 days by the end of the workshop**, 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 TEAMS (ONCE IN FLORENCE)**

1. each International team can access its own page by using the same **login web page** <http://www.fondazione-delbianco.org/seminari/back/>
2. Using the password assigned by the Project Leader in the "FLORENCE SEMINAR AREA" each International Students' Group must insert:
  - the name of the members (and the initial of their Country)
  - the work/images made in Florence. **Each work MUST be at least 3.000 characters long, with at most 8 images**

## **INSTRUCTIONS FOR THE 'LIFE BEYOND TOURISM© PHOTOBLOG' (BEFORE, DURING, AFTER)**

1. Each participant can access the 'Life Beyond Tourism© Photoblog' from the page [www.lifebeyonddtourism.org/photoblog](http://www.lifebeyonddtourism.org/photoblog) and register to the Photoblog, specifying in the field 'User Type': Workshop Fondazione Romualdo Del Bianco, to be able to participate in the Workshop Photo Award. The accounts are activated within 1-3 days and the participants receive a confirmation mail from the system with the Login details.
2. Once the participants become active Authors of the website, they can login and start uploading the pictures on the Photoblog in the different topics and leaving their interpretation of heritage and intercultural dialogue. Each participant must upload 4 pictures for each phase (Before, During, After) to participate in the Workshop Photo Award. Before posting each article/photo the participants must remember to specify the name of their workshop in order to participate to the Award. In the title of the article/photo the author should insert the code WS, the second digits of the year of the workshop, the month and the day: WSaammdd (example WS100407 – Workshop starting the 7<sup>th</sup> of April 2010).
3. Participants can find more information on registration and uploading directly on the Photoblog site at the 'How to Use' page.
4. Participants, once registered, will be authors of the Photoblog, therefore will be able to continue uploading pictures on the Photoblog, comment and vote other authors picture and contribute to the growth and development of the 'Life Beyond Tourism' project.

## **FONDAZIONE ROMUALDO DEL BIANCO**