

GUIDELINES for the “INTERNATIONAL STUDENTS’ WORKSHOPS”

Below is the instructions for the Project Coordinator, 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 2011-2012 (until 31 July 2011). **For submitting proposals to take place after this date the new guidelines and fees will be communicated at the end of January 2011.**

The present guidelines can be subject to change and the Promo Florence Events will communicate those changes to the participants.

For any information regarding the workshops you can contact workshops@promoflorenceevents.com.

1. NUMBER OF PARTICIPANTS

- the seminar can only take place if there is a **minimum of 30 people**. The minimum number of participants should be reached before the given deadline (45 days prior). In any case the Foundation can choose to confirm the workshop.
- the seminar can only take place if there are at **least 3 countries** must be represented.
- The Project Coordinator 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** (we don't assure rooms divided by gender and/or by university of provenance). 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.

2. GROUPS OF STUDENTS

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

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 Coordinator 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 Coordinator (10 minutes)
- Presentation of the University Teams before research (7-10 minutes for each group)
- Creation of the International Teams and assignment of the subjects to be dealt with during the week
- 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 7-10 minutes for each group)
- Delivery of the certificates
- “Pasta Party” or similar reception (as agreed with the Project Coordinator)

Saturday – Free day – opportunity to organize visits or trips

Sunday – Departure of the participants

Final program will be agreed with the Project Coordinator, the Foundation and the Organizing Secretariat before arrival.

5. PARTICIPATION FEES

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

- **Low season** – starting from 350 € per person per week in multiple room
Period: 01/11/2011 – 20/12/2011 and 03/01/2012 – 15/03/2012
- **High season**– starting from 450 € per person per week in multiple room
Period: 13/03/2011 -30/06/2011 and 01/09/2011 – 31/10/2011 and 16/03/2012 – 30/06/2012
- **Middle season** - starting from 400 € per person per week in multiple room
Period: 01/07/2011 – 31/08/2011 and : 01/07/2012 – 31/08/2012
- **Single Rooms supplement: 60€ in all the seasons (the number of single rooms is limited)**
- **Fee without accommodation:** starting from 200€ (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, the eventual 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. 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:

- **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 60 €) 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:** the Project Coordinator can ask the Foundation to organize meetings with scholars and professional and visit to specialized institutions, departments according to the subject of the workshop
- **DVD “Florence: 2000 years of history”** – Documentary on the history of architecture and arts of Florence by the three of the most outstanding experts in Florence.

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- **Support in the visa request** (See guidelines on n. 5)
- Discount card for 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 Florence 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 Coordinator.
Other museums will be paid directly by the participants, unless differently agreed with the Project Coordinator previous the workshop.
- **Life Beyond Tourism® Party on Monday** (See guidelines on n. 6)
- **Pasta Party** on Friday 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

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

FOR THE PROJECT COORDINATOR:

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

Once the minimum of 30 participants paying the full participation fee is reached, the Project Coordinator will be hosted for free by the Promo Florence Events. The count will be done on the actual number of people arriving in Florence.

6. RULES AND DEADLINES FOR REGISTRATION AND PAYMENT

At least 60 days previous the beginning of the workshop the Project Coordinator should send a list of universities that confirmed their participation to the workshop with the number of participants for each group. The minimum number of participants must be reached.

At least 45 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 specify the gender) and proceed with the payment of the participation fee. Only for the registered participants the accommodation will be confirmed. Only the registered participants will be counted to reach the minimum.

At the same time, the tutor of each group should send by mail at least 45 days previous the beginning of the workshop the list of the participants from his/her university.

7. 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 the participant. 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

8. LECTURES, VISITS AND OTHER SERVICES

The Project Coordinator 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 Promo Florence Events and then agreed by the Project Coordinator, 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.

9. 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 sent by mail and 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. If the embassy should request copy of the originals, they will be sent 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.

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. Also extra costs due to the change in the documents will be upon the group.

10. TASKS OF THE PROJECT COORDINATOR

The Project Coordinator 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;
- 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", "DURING"; and "AFTER" the workshop in Florence and the timings. The workshops are occasions 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**;
- 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;

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- Assure the respect of the program once in Florence;
- During the closing, select together with the tutors the best work by the international teams, if the requirements are met.

11. TASKS OF THE TUTORS OF EACH UNIVERSITY GROUP

The tutors/professors taking part in the workshop should have the responsibility to:

- Contact the Project Coordinator for request of participation, creating the group and give the students the information on the research and on the **Life Beyond Tourism® Photoblog**;
- **Check and supervise the quality and the timing of the research** done by their students, during the three phases: "BEFORE", "DURING"; and "AFTER" the workshop in Florence. The workshops are occasions 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 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;
- Assure the respect of the program once in Florence;
- During the closing, select together with the PL the best work by the international teams, if the requirements are met.

12. 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.

13. 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, and eventually 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.lifebeyonddtourism.org/photoblog (see PHASE BEFORE guidelines)

14. HOW DOES THE INTERNATIONAL STUDENTS WORKSHOP RUNS: THE WEB UPLOADING AND LIFE BEYOND TOURISM® PHOTOBLOG

Each international students workshop is made up by three different phases; the Project Coordinator and the other professors are asked to ensure that all the tasks are implemented by their students and that all the results are uploaded on **the workshop web-page on www.fondazione-delbianco.org**. Rules and explanation for uploading are available on the workshop list page, with the name: 'Guidelines for Web Uploading'.

The phases are:

- Before Florence** - registration, preliminary research and web uploading 45 days prior to the arrival in Florence by each university group
- During the seminar in Florence** – international research on the topic and web uploading by the international working teams of students
- After Florence** - the final report web uploading within 60 days after the workshop is concluded by each university group

Photoblog: Each participant should upload at least 4 pictures in each Phase on the Photoblog on www.lifebeyonddtourism.org/photoblog in the different topics/categories to explain their experience in Florence.

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.

15. AWARDS FOR THE PARTICIPANTS

- **International Team Certification Award** - At the end of the workshop an international jury composed by the Project Coordinator and the tutors will select the winning international team based on the level of integration, of mutual cooperation, and the levels of work. Each participant to this team will receive an Award Certificate. 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".