



ICOMOS/ISPRS CIPA Heritage Documentation

International School Application Form

1. INTRODUCTION

This document is meant to guide individuals who want to organize a CIPA International School to apply for the CIPA Executive Committee (EC) to decide. It should be submitted to the Secretary General of CIPA in time, so that the final decision will be taken by the EC at least six months prior to the proposed School dates. It is highly recommended that CIPA International School should be in coordination with the CIPA EC, and if possible, include participation of some of its members.

Objectives of organizing a CIPA International School:

- Disseminating practical knowledge on innovative digital methods for cultural heritage documentation to emerging professionals.
- Developing an interdisciplinary platform for exchanging experiences and fostering communication (bridging the gap) between Information Users and Information Providers.
- Encouraging and promoting the development of principles and good practices for recording, documentation, and information management of cultural heritage.
- Reinforcing the international network of emerging professionals of CIPA in the fields of technology and cultural heritage for scientific research, as well as widening practical experience.
- Providing a platform for the exchange of ideas, best practices as well as scientific research papers.

2. PROFILE OF THE APPLICANT

School Coordinator:	<i>Full name</i>	_____
	<i>Biographic sketch (200 words max)</i>	_____
Contact information:	<i>Provide address, email, telephone and eventual website</i>	_____
Organization:	<i>Type</i>	_____
	<i>Mission</i>	_____
	<i>Website</i>	_____

Previous experience in organizing educational events:		
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3. SCHOOL PROFILE

School scientific fields	_____
Proposed Tutors (<i>International & Local</i>)	_____
Sponsors/Partners	<i>(If applicable)</i> _____
School Website	_____
School communication e-mail:	_____
Announcement schedule and media (<i>First and subsequent calls for registrations</i>)	_____
Proposed registration fees in EUR (<i>early bird and other policies, e.g. Special discounts for professionals from developing countries</i>)	_____
Number of participants (min/max)	_____
Scholarships for students from “developing countries”	<i>(If applicable)</i> _____
Period (<i>Proposed Dates of the School</i>)	_____
Proposed content	<i>Tools and techniques to be presented (hardware, software, ...)</i> <i>Proposed knowledge acquisition by participants</i> _____
Provisional timetable (<i>Specify the time for sessions, technical excursion(s), exhibition, reception, dinner and closing ceremony – Executive members meeting</i>)	<u>Day 1</u> _____ <u>Day 2</u> _____ <u>Day 3</u> _____ <u>Day 4</u> _____ <u>Day 5</u> _____

4. VENUE AND ACCESSIBILITY

Describe the venue.	
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<i>(School room, accommodation, town, etc.):</i>	_____
Cultural Heritage site for fieldwork	_____
Museum for fieldwork	_____
Location <i>(Accessibility for international participants, please specify approximate airfares from the USA, Canada, Europe, Australia and Asia to the venue location)</i>	_____
Visa requirements, official invitations	<i>(if required</i> _____ <i>)</i>
Staff available for School organization:	_____
Volunteers <i>(if applicable)</i>	_____

5. REQUIREMENTS: FACILITIES AND LOGISTICS

Accommodation:	_____
Transportation: <i>(Available public transportation from hotel to the venue, length of journey)</i>	<i>(if required)</i> _____
Equipment available by organizer	_____
Additional Equipment required	_____

Please take into consideration:

- Facilities must meet or exceed necessary technical requirements as well.
- Permissions must be obtained by local authorities prior to the School dates for accessing Cultural Heritage sites and museums.
- Internet access should be arranged for participants.
- Accessibility should be checked and confirmed at the time of venue consideration; accessibility should be publicized in all public and participant registration materials (particularly for international visitors).
- Facilities must accommodate all School activities, including a lecture hall with adequate seating and lighting, adequate and appropriate space for working tables, adequate space and seating/tables for catering activities.
- Space and scheduling issues conflicting with daily class activities must be taken into consideration when organizing a venue on campus.
- Event signage must be legible and hung/installed early the morning the School opens. Signage should be consistent in style and of professional quality.

- Facility, i.e. bathroom access/location signage is particularly important.
- Hotel accommodations to be organized once school dates have been determined. This information will be included in registration literature.

6. BUDGETING AND FINANCE

Please provide a preliminary budget breakdown (EUR)

Activity	Amount	Description
Venue rental (including rooms and equipment)	_____	_____
Internet facility	_____	_____
Costs for providing the needed equipment (e.g., recording instruments)	_____	_____
Coffee breaks and meals	_____	_____
Welcome reception	_____	_____
Social events	_____	<i>(If applicable)</i> _____
School website	_____	_____
School printed brochures and posters	_____	_____
Miscellaneous	_____	_____
Accommodation	_____	_____
Total	_____	_____

Please take into consideration the following points:

- The budget will be drafted by the applicant and submitted to CIPA executive at the time of application.
- CIPA-Heritage Documentation reserves the right to subsidize at least one School per year.
- School model selection will determine initial budget estimates, e.g. paid attendance, CIPA executive accommodation, eventual keynotes, hybrid, Free/not Free for students, etc.
- The Budget draft is based on the School size, estimated costs and planned activities; the draft will be reviewed, itemized in detail with applicable deadlines and upon approval be used to create a fiscal plan that also includes fund sources.

Applicant's signature

Date: