

## FREQUENTLY ASKED QUESTIONS

### **1. What sort of organizational support and expert advice does the Museum offer?**

The organizational coordinator on the side of POLIN Museum ensures that the conference rooms are ready, coordinates the work on the graphics of workshop leaflets, produces folders with workshop programs and materials, books hotels and catering, and consults workshop schedules.

The organizational coordinator on the side of POLIN Museum does not organize the event or cover travel costs. Once the budget has been drawn up, the Museum and the partners share the tasks.

Workshops are co-organized by POLIN Museum, which means that a historian from the Museum's Research Department participates in developing workshop program and in planning an accompanying event.

### **2. When is the best time to organize a workshop?**

We usually do not organize academic events in April, July and August. We also recommend to avoid the month of September, due to the holiday period. We usually do not organize events on Tuesdays as the Museum is closed to visitors on that day.

### **3. Does an institutional partner have to participate in the project costs?**

An institutional partner does not have to participate in the project costs; he can only provide an organizational support or expert advice.

### **4. Should an applicant have a secured funding at the time of submitting application?**

At the time of submitting application, the organizer should have secured funding to cover some of the workshop costs, or be able to name a prospective source of such funding. In case the workshop participants have undertaken to cover the cost of travel themselves, the applicant ought to include this information in the application form.

### **5. Is it possible to organize an open call for papers for prospective workshop participants?**

It is possible to organize an open call, however the number of participants who responded to the call must not exceed 40% of the total number of participants.