**GUIDELINES**

The grant is:

# ICOM-CC/Getty International Program for

**TRAVEL GRANTS**

**to attend the**

**ICOM-CC 19TH TRIENNIAL CONFERENCE BEIJING, CHINA**

**14–18 September 2020**

* open to museum/conservation professionals employed full time in a museum, conservation institution, non-conservation institution (such as a university) with a conservation department.
* **not** available to: students, freelance/short-term contract workers, self-employed professionals, retired professionals.
* aimed at in-career professionals; professionals should have at least four (4) years working experience.
* open to professionals from emerging countries and developing economies. These countries are specified as [ICOM Category 3 & 4 countries](http://www.icom-cc.org/54/document/?id=1673#.XeJxUS2ZNZ0) .

**Only** applicants from these countries are eligible; please do not apply if you do not

**work** and **reside** in one of the ICOM Category 3 or 4 countries.

* open to professionals who qualify in the above categories. It is **not** limited to ICOM/ICOM-CC members.

Special consideration, however, will be given to individual members of ICOM and ICOM-CC, or Friend contributors of ICOM-CC, or those working for an institution that is an institutional member of ICOM.

**Practical considerations**

* Please complete the application form provided. Do not substitute or modify any of the sections on the application. The grant language is English. Please complete the application form in English.
* The application form is in Word format. Add lines and space as needed.
* Please **do not** attach a CV at this point. But note that a CV may be requested at a later time.
* The applicant becomes a partner in the grant process and expenses. While the grant subsidizes most of the expenses related to attending the conference, the applicant must pay for any in-home-country travel to and from the home international airport, passport fees, visa fees, required or optional travel insurance.
* The successful grant recipient will be asked to agree to and sign a letter of understanding specifying the various benefits and responsibilities before the grant can be officially awarded.
* A post-conference evaluation from each grant recipient is required as a condition of receiving a grant.

ICOM-CC Triennial Conference Beijing, China

14–18 September 2020

E-mail back to **secretariat@icom-cc.org**

**APPLICATION FORM**

**Deadline: 23 February 2020**

**ICOM-CC/Getty International Program Travel Grants**

\*Please carefully read the GUIDELINES before submitting your application.

Application must be written in English.

**FAMILY NAME** (Surname)

**FIRST NAME(S)**

**M** or **F**

**DATE of BIRTH (Day/Month/Year)**

**COUNTRY and PLACE OF BIRTH**

**CITY & COUNTRY (where you live and work)**

**If applicable, please provide:**

**Business/ OFFICE PHONE (+area code):**

**HOME or MOBILE PHONE (+area code):**

**E-MAIL (this will be the main contact for applicant):**

**ICOM NUMBER (as it appears on the ICOM card)**

OR

**ICOM-CC FRIEND or STUDENT FRIEND NUMBER**



**CURRENT EMPLOYER**

**LANGUAGE ABILITY**

FIRST LANGUAGE (mother tongue) OTHER LANGUAGES (speaking ability)

INSTITUTION, ORGANIZATION, MUSEUM CITY & COUNTRY

JOB TITLE SINCE (DATE)

Describe your current responsibilities and professional activities

|  |  |  |
| --- | --- | --- |
| **RELEVANT PREVIOUS ACTIVITIES** | **FROM - TO (DATES)** | **RESPONSIBILITIES** |
|  |  |  |

**PUBLICATIONS AND RESEARCH**

List your significant publications (title, publisher and date) and/or research projects

**EDUCATIONAL BACKGROUND**

|  |  |
| --- | --- |
| **HIGHER EDUCATIONAL DEGREES** |  |
| **FULL NAME OF INSTITUTION and country** | **DURATION (FROM –****TO)** | **DEGREE OBTAINED****(Title and subject)** |
|  |  |
|  |  |  |
|  |  |
|  |  |
|  |  |  |
|  |  |  |

**RELEVANT PROFESSIONAL TRAINING and CPD COURSES**

**FINANCIAL ESTIMATE of TRAVEL**

***NOTE:***

***The grant will cover accommodations and sustenance in Beijing from 12 to 20 September 2020, as well as international airfare (in the most reasonable level of Economy Class).***

***It is expected that travel grant recipients will seek additional funding in their own country to cover expenses such as in-home-country travel, travel insurance, visa expenses, personal necessities.***

***In order to be considered for the grant, you MUST provide an indication of the estimated return airfare costs, in Euros, from your nearest home international airport to Beijing Capital International Airport (PEK).***

**Round-trip economy airfare from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(put in the name of your home international airport) to Beijing.**

**EUROS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The successful applicant is responsible for acquiring the visa to travel to China

(not applicable to Chinese nationals).

 But in order to fast-track this process, please provide the following information:

* + Full name as on Passport:
	+ Date of birth (dd/mm/yyyy):
	+ Place of birth:
	+ Passport number:
	+ Passport expiry date (dd/mm/yyyy):
	+ Full name of the Embassy/Consulate where you plan to apply for your visa:

**Please also attach to this application a scan or photo of the page on your passport with your photo.**

**SUPPLEMENTAL FUNDING STATEMENT**

Applicants must seek supplemental funding in their own countries - from state institutions, foundations, employers, etc.

Please indicate where/how you will fund the expenses not covered by the Grant.

*“If accepted as a travel grant recipient, I will investigate the following sources of funding in my country”:*



**REASONS & BENEFITS for ATTENDING THE CONFERENCE:**

**Please answer the following questions:**

Provide **four (4)** reasons why you want to participate in the 19th Triennial

Conference of ICOM-CC in Beijing, China.

1)

2)

3)

4)

Have you attended other ICOM and/or ICOM-CC meetings or conferences in the past?

6

 If yes, when and where?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever received a **grant** to attend an ICOM and/or ICOM-CC meeting/conference? If yes, where and when?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROVIDE NAME, POSITION AND CONTACT INFORMATION FOR TWO INDIVIDUALS WHO ARE PROVIDING YOU WITH REFERENCE LETTERS.**

**NAME, POSITION, INSTITUTION AND CONTACT INFORMATION (e-mail) OF TWO REFERENCES**

**Please send the two reference letters by e-mail WITH this application.**

***Do NOT have your references send the letters separately*.**

**The letters should be on letterhead, in English, signed and in pdf format.**

1)

2)

**APPLICANT’S STATEMENT:**

*I declare that the above information is true and correct.*

APPLICANT’S SIGNATURE DATE

**Please send the complete application form and recommendation letters by *e-mail* to the ICOM-CC Secretariat by 23:59 UTC+1 23 FEBRUARY, 2020.**

**There are no extensions. Applications and documents received after the deadline on 23 February, 2020 will not be considered.**

ICOM-CC Secretariat

**E-mail:** **secretariat@icom-cc.org**

tel: +39 334 730 7713

 Application check list:

* Completed and signed application (incomplete applications will not be considered)
* Scan or photo of passport
* Two letters of recommendation on institutional letterhead in pdf format

7