

RBCM Network representation at conferences and events

The participation of the Network's members at conferences and events relevant for the fields of cultural production and cultural policies presents an opportunity to increase the network's visibility and connect to external partners and take part in discourses.

Therefore, we encourage the participation of our members at conferences, festivals and other similar events by providing financial support for travel costs and accommodation expenses.

We want to keep this support scheme accessible to everyone and flexible, but please read the following rules:

Application & application process

- formless application can be submitted via e-mail to the network representatives (netzwerk@kulturmanager.net) and MitOst (Andra Vaida, vaida@mitost.org) **4-6 weeks before the conference, or the registration deadline** (if applicable), to allow time for the decision-making process and dissemination in the Network
- in the application please outline the relevance of the event to the Network by including a description of the event and other relevant participants you would like to connect to (organizations, important speakers, guests etc.)
- include estimated costs of your participation
- we will decide within two weeks after the application was sent, if your request can be supported

Expenses that can be reimbursed

- 70% of travel costs up to 150 €;
- support for accommodation up to 20 € per night and up to three nights
- 70% of the conference fee and up to 100 €. We strongly encourage you to ask to have the conference fee waived, as the participation of the Network also presents an opportunity to the respective event. This serves to establish connections and put the network on the map of event organisers. Network representatives may help you with this.

Conditions

- After the approval of your representation request, you are obliged to send an email in English or in German on the Networks mailing list; at least one position is to be made available for other interested members on the "first-come-first-served" basis.
- A maximum of 4 members can be supported per conference/event
- Groups of max. 3 members can apply together, so that one position is left for an additional Network member
- One member of the network can apply up to two times a calendar year for this support.

Reimbursement & Report

- a report has to be send to all members no later than 2 weeks after the event (and will be published on the Network's website)
- Original receipts (including boarding passes, if applicable) and the completed travel reimbursement form need to be sent to MitOst no later than two weeks after the end of the mobility
- Eligible expenses will be reimbursed within two weeks after arrival of the original documents and reports.

An Initiative of the Alumni
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Please note that this is **not** a work meeting. If your group decides to further work on a topic addressed at the conference, we are happy to support this initiative. But your foremost job is to represent the Network.

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