



# PICE

Programa para la Internacionalización de la Cultura Española

> USER MANUAL DIGITAL APPLICATION FORM GRANTS FOR VISITORS



#### **1. REGISTRATION IN THE SYSTEM**

1.1. Register in the system through the link I wish to register to participate in the call.

	Español
AC/E	PICE
ACCIÓN CULTURAL ESPAÑOLA	Programa para la Internacionalizzación de la Cultura Española
Welsome to "Auudae e Vicitantae Mayo 2016"	
Welcome to Ayudas a visitantes Mayo 2016	Login to the programme
Status: the call is open.	Email
Start date of call: April 1, 2016, midnight	
Date of call finalisation: April 30, 2016, 11:59 p.m.	Password
Consult call conditions: - Bases PICE Visitanles Mayo 2016 pdf	Forgot password?
I wish to register to participate in the call	Login
Preferably use Google Chrome or Firefox browsers	Keep me logged in

1.2. Enter your contact details. Make sure you have read and understood the conditions of the call and click on *Accept*.



1.3. Once your contact details have been registered, you will receive an email at the indicated email address. You will need to access this email to complete your registration.



1.4. The link you have received in your email will take you to this screen, where you will be able to create a personal password that will allow you to access the system.

		Español
AC/E		PICE
ACCIÓN CULTURAL ESPAÑOLA		Programa para la Internacionalización de la Cultura Española
	To be able to perticipate in this call you have to create a	
	personal password that will allow you to access the system. Enter it in the following fields	
	Repeat new password	
	"When you click on Submit you will come to the main screen for the call you would like to take part int. From here you will be able to access the system with your new user ID (e- mail address) and password	
	Submit	

2. When you click on *Accept*, you will come to the main screen for the Visitor call you would like to take part in. From here, once you have completed the previous steps, you will be able to access the system with your new user name (e-mail address) and password.

	Español
ACC/E ACCIÓN CULTURAL ESPAÑOLA	PICE Programa para la Internacionalización de la Cultura Española
Welcome to "Ayudas a Visitantes Mayo 2016"	Login to the programme
Status: the call is open.	Email
Start date of call: April 1, 2016, midnight	
Date of call finalisation: April 30, 2016, 11:59 p.m.	Password
Consult call conditions: - Bases PICE Visitantes Mayo 2016.pdf	Forgot password?
I wish to register to participate in the call	Login
Preferably use Google Chrome or Firefox browsers	Keep me logged in



#### 2. REGISTRATION OF APPLICATION

Once you have accessed the system with your user ID and password, you can begin to fill in the form. The system will have created a blank application for you by default, entitled *Sin nombre*. You can start registering from this application by clicking on the name of the event.



#### 2.1. The application form consists of several tabs:

2.1.1.<u>General information on the event</u>: here you can key in general information on the event or project in which the visitor or visitors participate and for which you wish to apply for a grant. As it says in the tab, the information you provide in this section helps us to put the activity into context. We would suggest you be concise.



Anno influence within a construction in the table table inclusion on the second	d is sensitive and the theta will as an declar and share and decided the server as assumbles devealed and the
eny mormation you provide in this tab helps us to pu suggest you keep it brief	it in context an activity that will ergoy foreign participation and for which you are requesting mancial aid, we
Event code	"Thematic area of the event
As7	Área de Prueba 🔹
Name of the event (Indicate no. of edition if app	olicable)
	~
Acronym of the event	
General description of the event	
	1.
Máximo 500 caracteres	
Start date of the event	
for which aid is requisited. (if it's not a regular event	vent enter "Not applicable")
	1.
Máximo 500 caracteres	
'End date of the event	
Description of event start and end dates	4) here and all
when there are several dates)	-verrue(s)
/	
//	
"	
*City / Country	
*City / Country Cadız, Cadız, España	
°Cify / Country Cádz, Cádz, España	
City / Country Cadz, Cadz, España City event	*Event CCAA
City / Country Cadz, Cadz, España City event Cadz	*Event CCAA Andalucia
City / Country Cadiz, Cadiz, España City event Cadiz	*Event CCAA Andalucia
City / Country Cadz, Cadz, España City event Cadz Bodies organising the event separate the names with a semicoloni	*Event CCAA Andalucia Other bodies collaborating in the event (separate the names with a semicolon)
City / Country Cadiz, Cadiz, España City event Cadiz Bodies organising the event separate the names with a semicolon)	*Event CCAA Andatucia Other bodies collaborating in the event (separate the names with a semicolon)
Citly / Country Cadiz, Cadiz, España Citly event Cadiz Bodies organising the event separate the names with a semicolon)	*Event CCAA Andstucia Other bodies collaborating in the event (separate the names with a semicolon) Add (Max size: 20MB)**
Citly / Country Cadiz, Cadiz, España Citly event Cadiz Bodies organising the event (separate the names with a semicolon)	*Event CCAA Andstucia Other bodies collaborating in the event (separate the names with a semicolon) Add (Max size: 20MB)**
City / Country Cadiz, Cadiz, España City event Cadiz Bodies organising the event separate the names with a semicolon)	*Event CCAA Andstucia Other bodies collaborating in the event (separate the names with a semicolon) Add (Max size: 20MB)**
City / Country Cadiz, Cadiz, España City event Cadiz Bodies organising the event (separate the names with a semicolon)	*Event CCAA Andsucia Other bodies collaborating in the event (separate the names with a semicolon) Add (Max size: 20MB)**
City / Country Cadz, Cadz, España City event Cadz Cadz Bodies organising the event (separate the names with a semicolon)	*Event CCAA Andatucia Other bodies collaborating in the event (separate the names with a semicoion) Add (Max size; 20MB)**
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Citly / Country Cadiz, Cadiz, España Citly event Cadiz Bodies organising the event (esparate the names with a semicolon) Bummary of the activity in the past year Maximo 500 caracteres Overall budget for the event	*Event CCAA Andatuda Other bodies collaborating in the event (separate the names with a semicoion) Add (Max size: 20MB)**
Citly / Country Cadiz, Cadiz, España Citly event Cadiz Bodies organising the event teeparate the names with a semicolon) Summary of the activity in the past year Maximo 500 caracteres Overall budget for the event	*Event CCAA Andatucia Other bodies collaborating in the event (separate the names with a semicolon) Letter of commitment with these institutions Add (Max size: 20MB)**
Citly / Country Cadiz, Cadiz, España Citly event Cadiz Bodies organising the event (separate the names with a semicolon) Summary of the activity in the past year Maximo 500 caracteres Overall budget for the event	*Event CCAA Andstucia Other bodies collaborating in the event (separate the names with a semicolon) Letter of commitment with these institutions Add (Max size: 20MB)** * You must not use any thousands separator. Use a decimal point (.) to indicate decimal places.
Citly / Country Cadiz, Cadiz, España Citly event Cadiz Bodies organising the event (separate the names with a semicoion) Summary of the activity in the past year Maximo 500 caracteres Overall budget for the event Example the set of the event Coverall budget for the event Coverall budget for the event	*Event CCAA Ardstucia  Other bodies collaborating in the event (separate the names with a semicolon)  Letter of commitment with these institutions  Add (Max size: 20MB)**  * You must not use any thousands separator. Use a desimal point (.) to indicate desimal piaces.  Reports of previous editions and any other relevant documentation
City / Country Cadz, Cadz, España City event Cadz Bodies organising the event (separate the names with a semicolon) Summary of the activity in the past year Maximo 500 caracteres Overall budget for the event Coverall budget for the event	*Event CCAA Andaucia  Cher bodies collaborating in the event (separate the names with a semicolon)  Letter of commitment with these institutions  Add (Max size: 20MB)**   You must not use any thousands separator. Use a decimal point (.) to indicate decimal piaces.  Reports of previous editions and any other relevant documentation  Add new report (Max size: 20MB)**
City / Country Cadz, Cadz, España City event Cadz Cadz Bodies organising the event (separate the names with a semicolon) Summary of the activity in the past year Maximo 500 caracteres Overall budget for the event Coverall budget for the event Coveral budget f	*Event CCAA Andaucia  Other bodies collaborating in the event expande the names with a semicoion)  Latter of commitment with these institutions  Add (Max size: 20MB)**  4  You must not use any thousands separator. Use a decimal point (.) to indicate decimal piaces.  Reports of previous editions and any other relevant documentation  Add new report (Max size: 20MB)**





Which information do you have to register in each one of the fields?

- $\circ$  <u>Event code</u>: this field will be automatically filled in by the system.
- <u>Thematic area of the event</u><sup>\*</sup>: choose an option from the possible ones. Remember that each application may only be submitted for one thematic area only (Scenic Arts, Visual Arts, Films and Documentaries, Literature and Books or Music)
- <u>Name of the event (indicate no. of the edition if applicable)\*</u>: full name of the event. If this is a regular event, please indicate the edition number.

For example: 65 Internationale Filmspiele Berlin

 <u>Acronym of the event</u>: if the event is also known by an acronym, register it here.

For example: FIMCE

- <u>General description of the event</u><sup>\*</sup>: please describe what the event consists of for which you are requesting aid. Maximum: 500 characters.
- In the case of a regular event, description of the edition for which aid is requested\*: if this is a regular event, please give us a specific description of the edition for which aid is being requested. Maximun: 500 characters
- <u>Start date of the event\*</u>: the start date scheduled for the event.
- End date of the event\*: date on which the event is scheduled to end.
- <u>Description of event start and end dates:</u> When several dates are involved, you can complete the information in this field.
- <u>Venue(s)\*</u>: details on the venue or venues where the event will be held.
- <u>City Country\*</u>: main city and country where the event will be held.
   Choose one of the options given.
- o <u>City Event:</u> this field will be automatically filled in by the system
- <u>Event Autonomous Region\*</u>: choose one of the options given. This information helps us to locate the event.
- <u>Bodies organizing the activity</u><sup>\*</sup>: list of entities participating in this activity as organizers. Should there be more than one, please separate the names with a semicolon (;).
- <u>Other bodies collaborating in the activity</u>: list of entities participating in this activity as collaborators. Should there be more than one, please separate the names with a semicolon (;).







- <u>Letter of commitment with these institutions</u>: you can attach supporting documents of the commitment the event has acquired with these institutions. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.
- <u>Summary of the activity in the past year</u>: include a brief description of the event's last edition. This information helps us to place in context the project you are presenting and the aid you are requesting. Maximum: 500 characteres.
- <u>Overall budget for the event:</u> approximate budget allocated to the event. This information helps us to place in context the project you are presenting and the aid you are requesting.
- <u>Multimedia information from previous editions</u>: upload photographs, videos and other multimedia materials from previous editions. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.
- <u>Reports of previous editions</u>: please provide us with information on past editions. You can attach reports on results, press kits, list of participants and guests, number of visitors, etc. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.

This information helps us to place in context the project you are presenting and the aid you are requesting.

\* The fields marked with an asterisk (\*) are mandatory fields.



2.1.2.<u>Details of the candidates for whom a grant is requested</u>: with the *Add new candidate* option you will be able to register the specific details of the visitor(s) for whom a grant is requested. You can add as many as you wish.

ACCIÓN C ESPAÑOL	/E ultural	- A	R	Nelcome Ana A	A. Currently logg	ed in as: APPLICATIO	ON CONTACT Logout Españo PICE Programa para la Internacionalización de la Cultura Española
			VISITOR	GRANT	S		
Application	Cation Is > Application	Spanish applicant or	ganisation Leg	gal rep.	Contacts		
C	candidates	ATE NAME	ORGANISA	FION		BUDGET REQUE	STED
-						Presupu	lesto solicitado: €0.00 Add new candidate
						Cancel Subm	it application Save

Candidate personal information		
According to the call conditions, the informative networks. We will appreciate to have accu	nation provided regarding this candidate may be rate and upto-date information.	e used by AC/E to feed its website and social
*First name	*Last name	Second surname
*Email	Passport number	*Gender
Birth date	Address	
*Telephone (Enter the Country Code)	Fax (Enter the Country Code)	
*Nationality	*Country of residence	Authorised photograph (Max size: 20MB)**
Candidate professional informa	tion	Add new picture
*Organisation it belongs	Center/Department	*Address
*Email	*Telephone (Enter the Country Code)	Fax (Enter the Country Code)
Current occupation	URL	
*Authorised CV (Max size: 20MB)**	*Visit Agenda (Max size: 20MB)**	



•		Facebook	in Linkedlı	n	
o Instagram		🋫 Twitter	We YouTube	e	
Vimeo		<ul> <li>Periscope</li> </ul>			
QUALITY: a te: SUSTAINABILI and the commi RELEVANCE: a	It describing the sco TY: a text describing tment acquired by o I text describing the	ope, objectives and purpose of the j the visit agenda, the networking e ther institutions interest a visit may have for the int	proposal stablished with host institutio ernationalization of Spanish (	ons, in the event this has happer culture	ned,
Motivation					
0 ch At le	aracters ast 300 characters ar	id a maximum of 500 characters	1.		
	ou have to fill in at le	ast one of the following fields)			
Budget requested (y	thousands separator	Use a decimal point (.) to indicate de	cimal places.		
Budget requested (ye You must not use any					
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Budget requested (yr You must not use any Travel Additional notes Total requested Mandatory fields.	0,00 € 0 €		li.		

Which information should you register in each one of the fields?

- Candidate personal information:
  - First name\*: name of the visitor
  - Last name\*: the visitor's first surname
  - <u>Second surname</u>: the visitor's second surname, if applicable
  - <u>Email\*:</u> the visitor's contact email address
  - Passport number: the visitor's passport number
  - o <u>Gender\*:</u> male of female
  - o Birth date: the visitor's date of birth
  - Address: the visitor's contact address
  - <u>Telephone\*</u>: the visitor's contact telephone number. Please, don't forget the country code.
  - <u>Fax:</u> the visitor's fax number. Please, don't forget the country code.
  - <u>Nationality\*:</u> visitor's nationality
  - <u>Country of residence</u><sup>\*</sup>: visitor's country of residence. Choose one of the options given.
  - <u>Authorized photograph\*</u>: photographs of the visitor. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.







- Candidate professional information:
  - Institution he/she belongs to\*: the name of the institution the visitor belongs to.
  - <u>Centre/Department:</u> the subdivision within the institution the visitor belongs to.
  - <u>Address\*:</u> the contact address for the institution the visitor belongs to.
  - <u>E-mail\*</u>: the contact address for the visitor in the institution he belongs to.
  - <u>Telephone\*:</u> the contact telephone number for the visitor in the institution he belongs to. Don't forget to include the country code.
  - <u>Fax:</u> the contact fax number for the visitor in the institution he belongs to. Don't forget to include the country code.
  - URL: institution website
  - <u>Current occupation</u>: the position currently held by the visitor in the institution he belongs to.
  - <u>Authorised CV\*:</u> copy of the visitor's curriculum vitae (maximum 20MB.
     If you wish to upload a document of more than 20MB, please provide us with a link we can download it from).
  - <u>Visit agenda\*:</u> copy of the schedule foreseen for the visitor during his stay in Spain (maximum 20MB. If you wish to upload a document of more than 20MB, please provide us with a link we can download it from).
- Other information of interest of the candidate. Web and social networks: webpage or, at least, one social network of the candidate
- <u>Motivation</u>: details of the reasons or causes behind the visit in a minimum of 300 and a maximum of 500 characters.
- <u>Budget requested for the candidate's visit\*</u>: tell us what amount you are applying to AC/E for. You can break it down into some of the following headings: travel, accommodation, living expenses... You should fill in at least one of these fields.

\* The fields marked with an asterisk (\*) are mandatory fields.

Should the requested aid be granted, remember that the information provided in the fields of "Authorised photograph" and "Authorised CV" may be used by AC/E for the purposes of promoting and disseminating the PICE Programme.





Once you have entered the information on the candidate, please click on the Submit button at the end of this window.



2.1.3.Information on the Spanish applicant organization: some basic details on the Spanish entity submitting the application are registered here.

Name of the organisation or institution	Acronym of the organisation or institution
Tax No. of the organisation or institution	*Address (choose one the options)
* Mandatory fields.	
At least one of the following fields must be completed	Facebook
At least one of the following fields must be completed	Facebook
At least one of the following fields must be completed WWW In LinkedIn Y Twitter	Facebook     Instagram     YouTube

Which information should you register in each one of the fields?

• <u>Name of the entity or institution\*</u>: full name of the Spanish entity submitting the application.

For example: Feria de Arte Contemporáneo

- <u>Acronym of the organization or institution</u>: if the organization is also known by an acronym, please register it here. *Ejemplo: ARCO*
- <u>Tax number of the organization or institution\*</u>: tax number of the Spanish applicant.
- <u>Address\*</u>: register the exact address of the Spanish applicant.
- <u>Webpage, Facebook, LinkedIn...\*</u>: website and/or social networks of the Spanish applicant. At least one of them is mandatory.
- \* The fields marked with an asterisk (\*) are mandatory fields.



#### 2.1.4. Details of the legal representatives of the Spanish applicant organization:

*Add new one* to enter the details of the legal representative of the entity submitting the application.

ACCIÓN españo	CULTURAL		PICE Programa para la Internacionalización de la Cultura Español
		VISITOR GRANTS	
start > Applicati	tions > Application		
Event	Candidates	Spanish applicant organisation Legal rep. Contacts	
Event	Candidates Details of the ley NAME E	Spanish applicant organisation       Legal rep.       Contacts         gal representatives of the Spanish applicant organisation       EMAIL       POSITION IN THE INSTITUTION	
Event	Candidates  Details of the ley NAME E  There is not any legal	Spanish applicant organisation       Legal rep.       Contacts         gal representatives of the Spanish applicant organisation       EMAIL       POSITION IN THE INSTITUTION         Irepresentative related to this application       EMAIL       POSITION IN THE INSTITUTION	
Event	Candidates Candidates Details of the let NAME E There is not any legal	Spanish applicant organisation       Legal rep.       Contacts         gal representatives of the Spanish applicant organisation       EMAIL       POSITION IN THE INSTITUTION         I representative related to this application       Email Contact organisation       Email Contact organisation	Add new one

Details of the legal rep	presentatives of the Spanish applicant org	janisation
*First name	*Last name	Second surname
Email	Position in the institution	Telephone number (Enter the Country Code)
* Mandatory fields.		
		Submit

Which information should you register in each one of the fields?

- First name\*: name of the legal representative of the applicant.
- Last name\*: first surname of the legal representative of the applicant.
- <u>Second surname</u>: second surname of the legal representative of the applicant, if applicable
- <u>Email</u>: contact email of the legal representative of the applicant.







- <u>Position in the institution</u>: position occupied by the legal representative of the applicant.
- <u>Telephone number</u>: contact telephone number of the legal representative of the applicant. Please, don't forget the country code.
- \* The fields marked with an asterisk (\*) are mandatory fields.
- 2.1.5. <u>Contact names of the Spanish applicant organization</u>: from this tab you will have access to the contact details of the person/s who is managing the application at the applying entity. By default, the system registers as the main contact the user who, after having registered in the system, is registering the details. This contact, through the option of *Add new one*, will be able to give access to other users from the same institution to complete the ongoing application.

ACCIÓN ESPAÑO	JE I CULTURAL DLA	Welcome Ana A.	Currently logged in as: APPLICATION CONTACT Logodt Espain
		VISITOR GRANTS	
Appl Start > Applic a	ication ations > Application		
Event	Candidates	Spanish applicant organisation Legal rep.	Contacts
	Contact names o	of the Spanish applicant organisation	
	CONTACT NAME	EMAIL	TELEPHONE
	Ana A	i@gmail.com	917004000
			Add new one
			Cancel Submit application Save

If the new contact is already registered on our system, please key in his e-mail address on this screen. If he is not registered, please click on the link at the end of the text.





If the new event management contact is not registered on the PICE tool, you can provide us with his/her contact details on the following form. Once you click on *Accept*, the new contact will receive an e-mail at the address you have indicated so that registration for access to the application can be completed.

		$\otimes$
	New contact	î.
	Using this screen, you allow other users to manage this application. Keep in mind that the users you add will have the same permissions than you (editing, delivery and acceptance of the aid, if applicable).	
	*First name	
	*Last name	
Spa	Second surname	
of the	*Telephone (Enter the Country Code)	
	*Email	ТЕLЕРНО 91700400
	*Repeat Email	
	*Gender	Subn
	I recognise having read and understood the conditions of the call (Bases PICE Visitantes Mayo 2016.pdf)	
	* Mandatory fields.	
	Subme	*



#### 3. SENDING THE REQUEST

3.1. Once all the mandatory details have been registered, you can proceed to submit the request. To do this, press on the *Submit application* option available in every one of its tabs.



Should you not have completed any of the mandatory fields; the system will alert you through the following window:



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This message will inform you of all the mandatory fields and remind you of the need to create at least one candidate through the *Candidates* tab.

3.2. However, if you have completed all mandatory fields, the system will alert you through the following message:

Applications > Applic	tion Evento prueba	
Event	Submit application         Once the application has been submitted you will not be able to modify its information. We therefore recommend that you review the entire contents here before accepting the conditions and submitting the application.         Inhave read and accepted the conditions of the call (Bases PICE Visitantes Mayo 2016.pdf)         Submit application	
	Cancel Submit application Save	

Remember that the information cannot be modified once the request has been sent. This is why we recommend that you review all the details to make sure they are correct.

3.3. If you consider that the information is correct and wish to submit your request, please read and accept the conditions of the call and press on *Submit application*.