

# Guidelines

## for ASSITEJ centers hosting an ASSITEJ Regional Workshop

### AIMS OF THE PROJECT

A Regional Workshop is an ASSITEJ-driven project intended to

- offer equal opportunity, skills and knowledge for Theater for Young Audiences (TYA) practitioners in regions that struggle to get access to high level professional development in particular aspects of TYA
- give TYA artists access to high level professional development in their own region
- be a meeting point for regional networking and exchange
- support the work of national centers as offering tangible benefits to members

### Sustainability

For each workshop to leave as much behind as possible, it is important to aim them at artists who are likely to be able to pass the skills on and thus sustain them in the region (leaders). What is left behind after the workshops are held, are the seeds for future development.

### How to get involved

The callout is in May 2019. Any ASSITEJ national center can choose to apply to host a regional workshop. ASSITEJ International strongly encourages this center to look for other national centers in the region to collaborate with when applying for a regional workshop. The host is responsible for inviting participants from the whole region. The workshop should take place between January and April 2020.

### The format

If a national center chooses to host a regional workshop it must:

- establish collaboration with at least one other ASSITEJ center (or more) in the same geographical region.
- identify which skills the TYA artists/producers in the region need strengthening or being introduced to. (Examples: choreography, playwriting, fundraising, physical theatre, acting skills, scenic design, management skills, participation, research, etc.)
- apply by sending the form that is attached in the call for the regional workshop.

When the call ends, ASSITEJ International will select the project and will publish the chosen one on its website.

- ASSITEJ International and the center will then define the workshop leaders.
- The host center must communicate with all the national centers in the region with an open call to invite the participants.

- At the end of the call the center must select the participants according to the terms agreed upon with ASSITEJ International.
- The host center must send the letter of invitation to all selected participants and communicate with those who were not selected.
- The host center and ASSITEJ International will publish the names of the participants on their web pages.

### Terms

- The host is encouraged to arrange two or three workshops at the same time.
- The minimum days for holding a regional workshop is 3 days, and at least 5 hours per day.
- 50% of the participants can come from the host country and the other 50% of the participants will have to come from another country or countries in the region.
- The host is responsible for meals, sleeping arrangements, space for workshops, and a meeting place for all the participants attending the workshops.
- The centers that collaborate will help participants from their country attend the workshops.
- ASSITEJ International will help in selecting appropriate workshop leader/s and supporting their travel expenses and fees if needed.
- The title of 'ASSITEJ Regional Workshops' and the ASSITEJ International logo must be used in the callout and all communication.
- The host center must write a report with feedback from the workshop leaders and participants including photos (minimum 2 A4 pages). The documentation will be shared on the association's website.
- An Executive Committee member of ASSITEJ International will attend the Regional Workshop

### Time Line

- May-June 2019: The call from ASSITEJ International will be out for 2 months in the newsletter and on Facebook.
- July 2019: ASSITEJ International selects the host
- August 2019: ASSITEJ International and the host select the workshop leaders
- September – October 2019: The host makes the call for participants
- November- December 2019: Selection and communication with the participants
- January- April 2020: Regional Workshops