

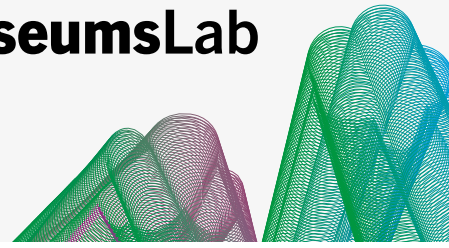
TheMuseumsLab

Hosting Guidelines

Partner Museums

2024

deadline for submission
29th January 2024
TheMuseumsLabTeam@mfn.berlin



Thank you for considering becoming a Residency Museum for TheMuseumsLab 2024.

TheMuseumsLab Residencies focus on the institutional development. This opportunity will be particularly valuable to museums that seek input into improving or adapting museum methodologies or systems. TheMuseumsLab consists of many different African and European museum experts interested in exchanging expertise on museum work in postcolonial contexts. Residency Museum and Fellows get the unique opportunity to broaden their own perspectives and participate in an equal, multi-perspective, future-oriented, professional exchange. Starting in 2021, the programme has already offered over 150 Fellows from Africa and Europe the opportunity to come together and shape TheMuseumsLab.

The Residency

The Residencies in African and European museums are a key part of TheMuseumsLab annual Programme. The aim of TheMuseumsLab Residency is that Fellows will get comprehensive insight into the Residency Museum by meeting employees across different departments and getting to know institutional projects and ideas. Thus, Fellows and Residency Museum will be able to broaden their skillsets and perspectives and ideally establish long-term constructive relationships. This gives the Residency Museum the unique opportunity to learn from experts, who can advise on institutional perspectives. For every participating Residency Museum, it is mandatory to host at least two Fellows of TheMuseumsLab and to develop a customized Residency programme to provide an engaging and welcoming atmosphere.

Fellows

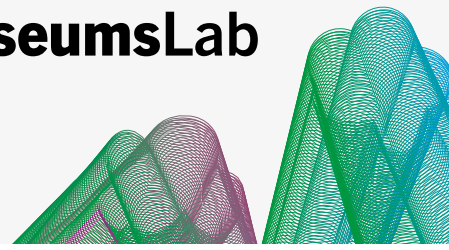
We would like to explicitly point out that the Fellows are not interns or participants in a learning programme. They are all carefully selected, established professionals with reputable careers and remarkable functions in international museums. Fellows of TheMuseumsLab enrich institutions with their own expertise, experiences and knowledge so that a professional exchange between visiting and hosting experts can lead to the development of (new) ideas, concepts, innovations and networks from which both sides can benefit.

Residency Museums

In order to ensure an exchange on an equal footing, it is mandatory that all Residency hosts (Facilitators) need to either proof a completed diversity training not older than two years or participate in a training organized by TheMuseumsLab. The evidence should show that the training was a consulting service and an educational offer. A professional focus on the topics such as anti-racism, anti-discrimination, intersectionality, gender, sexual diversity, empowerment, multiple belongings, unconscious bias and discrimination, ableism, inclusion or equality at the workplace should have been covered as trainings content. As an inter- and transcontinental network, TheMuseumsLab relies on values that aims for an enabling, equal, respectful and thought-provoking exchange.

These are the summarized requirements for everyone involved:

- › Recognize the goals of TheMuseumsLab that lie upon joint learning, perspective exchange and collaboration and should have experience or plans and goals in implementing international collaborations.
- › Committed to anti-discrimination in regards to high level of professionalism, respect and collegiality.
- › Working with anti-discrimination policies or guidelines within their organisation and have a appropriate contact person for cases of discrimination.
- › Reflective on the colonial past in relation to museums incl. their own institutional colonial contexts.



Joint Planning

Every selected Residency Museum needs a steady contact person for general information and updates given by the TheMuseumsLab Board. The Facilitators plan and organise the programme of the Residency and a supporting programme with the Fellow-Tandem. Therefore the Residency Museum must provide sufficient time capacities for their Facilitator(s). It is also advisable to designate a substitute in case the contact person is temporarily not available.

Each Residency programme and its schedule should be equally planned and discussed by the Facilitators and the Fellows upon their arrival. TheMuseumsLab Board will prepare and share short profiles of the Fellow-Tandem with the respective Residency Museums for a first overview and preparation. With that basis the Residency planning can start and after approval TheMuseumsLab Board can forward contact details to the Facilitators and the individual reach out and communication with the Fellow-Tandem can start.

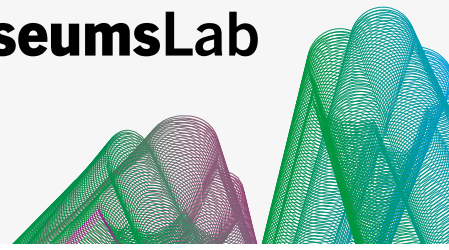
Residency Museums should offer information material which expose the Fellows to the culture and social fabric of each respective city or country and find creative ways to make their experiences unique (not only organised panels and talks). TheMuseumsLab highly recommends that Facilitators provide information about cultural, social options and if applicable provide information about religious sites.

An exemplary schedule is provided as an orientation below to better imagine the required effort for implementing the Residency programme.

Exemplary Residency Schedule

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
	Check-in	Check-in	Check-in	Check-in	Check-in	Check-in
Arrival & Pick-up by Facilitator	Individual Experience	Joint Breakfast / Coffee	Meet & Greet with Directorate		Workshop	
		Highlight Tour		Excursion		
		Fellow Input *	Workshop		Break	
		Break	Break	Break		Departure
		Fellow Input *	Workshop		Excursion	Workshop
						Goodbye
			Event invitation	Joint Dinner		

* **Fellow Input** is meant as short presentation slot for the respective Fellow-Tandem where they can present their own background and work to the Residency Museum. If the technical infrastructure allows it is desirable to offer a hybrid setting where also the other Fellows or Residency Museums can be invited to whether they can join online.



Checklist

To support on all mandatory and optional steps for the Residency planning, please pay attention to the following Checklist. Kindly make sure that all issues will be arranged in time – all deadlines will be communicated via e-mail.

Before

Submission Call for Participation & Hosting Guidelines

(Name & contact information of all persons that are involved in the Residency planning and implementing process within the institution incl. substitute as well as any upcoming changes)

Material sent:

- › Logo & Imagephoto of the Residency Museum
- › Facilitator photo(s) (*optional*)
- › General Greeting Video for a Trailer which will be used published within the programme (*optional*)

Get in touch with the Fellow-Tandem immediately after receiving their contact details.

Established & implemented at least one **digital meeting** with the Fellows before their arrival that covered the following issues:

- › Introduction of the Fellows
- › Introduction of the Residency Museum, local environment and the Facilitator(s)
- › The level of involvement; the preferred format for workflows of the Fellows have been defined
- › Fellows' expertise, interests and expectations regarding the Residency have been discovered

Get in touch with colleagues / staff for offering a content session according to the Fellow's focus

Confirmation Letter (one for each Fellow) prepared & forwarded to mlab@mf.n.berlin

Residency programme prepared & forwarded to mlab@mf.n.berlin & Fellow-Tandem

- › willingness to exchange knowledge at all levels of the institution
- › Engagement with Residency Museum programmes
 - › Joining on-going workshops, events, exhibitions etc.
 - › Extending accessibility to collections, storage, depots etc.
 - › Cultural / Evening events
 - › Visits to other museums, institutions, exhibitions, collections etc.
 - › opportunity, timeslot and infrastructure for the Fellows to present their own work

Form for the Facilitator Fees (one for each Fellow) filled out & sent back to TheMuseumsLab Board

Welcome Package prepared & forwarded to the Fellow-Tandem before their arrival:

- › Safety Kit / advice (Health System, emergency contacts, closest hospitals)
- › Relevant information about the city (public transport & wifi, restaurants, religious sites)
- › List with relevant contacts of the institution

During

Proper working place prepared & installed:

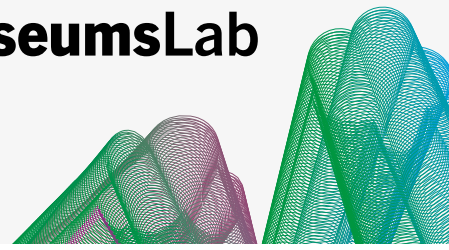
- › Digital infrastructure (e.g. PC, internet access – if possible)
- › support for language translation (local language to English)
- › Accessibility to relevant buildings and rooms (e.g. key, guest badge, floor plans)

Brief interim report on Residency implementation to mlab@mf.n.berlin

After

Feedback on Residency planning & implementation (survey will be provided by TheMuseumsLab Board)

Confirmation of Attendance (one for each Fellow) prepared & forwarded to the Fellow-Tandem



Funding

For your information:

The selected Fellows of TheMuseumsLab 2024 will receive funding provided by the German government from the German Academic Exchange Service (DAAD) according to their regulations and German Travel Expenses Act:

- › International and national transport to arrive to and depart from programme locations (lowest possible economy class airfare and 2nd class train tickets)
Note: transports between the place of residence and departure/arrival airport (home address/town <-> local airport) and travels for visa processes are not included in the cost coverage
- › **Ticket for local public transport** if applicable during Residencies
- › Airport transfers (all Residencies if applicable)
- › Reimbursement up to 40 EUR for Health Insurance (for onsite Modules and Residencies obligatory)
- › Visa fees (for processes at official entities) & mandatory vaccinations (for entry to programme locations)
- › **Accommodation during the onsite Modules and Residency locations**
Note: This includes official programme related times. Extension of stay and accommodations (prior of after the programme) will not be covered and must be booked and financed independently by each Fellow. Every Fellow must and had agreed in writing to this before starting the Fellowship.
- › Daily allowance during the onsite Modules and Residencies (limited compensation for meals not provided in the programme)
Note: the above-mentioned regulations state fixed amounts for daily allowances for each country/city. The allowances are newly calculated each year. The respective amounts have to be reduced according to the meals being provided in the programme.

The DAAD offers a Facilitator-Fee of 100 EUR per Fellow, to every Residency Museum.

This fee is only to be used to cover costs of e.g. supporting programme, working material, dinner invitations.

Contact

Please contact the Museum für Naturkunde Berlin if you have questions regarding:

- › Head of Events & the Partner Museums Network

Vivien Strohmann

Vivien.Strohmann@mfk.berlin

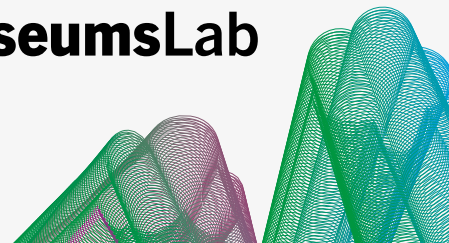
+49 (0)30 889140-8822

Please contact the **German Academic Exchange Service (DAAD)** if you have any questions regarding:

- › Funding, travel management, Fellow management and administration,

mmlab.berlin@daad.de

+49 (0)30 202208 41



Contacts Facilitators & Signature

Your Institution

Name

Address
(street, post code,
City, Country)

Website address

1st Facilitator

(Steady contact for general information, updates given by TheMuseumsLab, plans the Residency programme with the Fellows)

First name

Surname

Field of work

Department

E-mail

Phone

Signature, Date

2nd Facilitator

(Additional person and/or substitute)

First name

Surname

Field of work

Department

E-mail

Phone

Signature, Date