

Fédération internationale  
des archives du film

International Federation  
of Film Archives

Federación Internacional  
de Archivos Fílmicos



Rue Blanche 42  
1060 Brussels  
Belgium

[www.fiafnet.org](http://www.fiafnet.org)

T +32 2 538 30 65  
[info@fiafnet.org](mailto:info@fiafnet.org)

## FIAF Training & Outreach Programme

# Assistance Request Form

### What is the FIAF Training and Outreach Programme ?

This Programme has been established in order to continue in a more consistent manner the work in training and support for film archives that FIAF has carried out over many decades through such initiatives as Technical Commission training, the Schools on Wheels, the Reel Emergency Project, and as a partner in other organisations' training events.

The programme is intended to meet identified worldwide needs for training and assistance in film and moving image archiving, management, preservation, digitisation, exhibition, cataloguing and documentation.

### Why we ask you to fill in this form

The aim of this questionnaire is to help you describe and explain your request more clearly, and therefore help us understand what it is you really need from FIAF. It also allows us to manage and respond to all requests in an objective and equal manner.

## 1- Contact Details

Is the requesting institution a FIAF Affiliate ?                      Yes                      No

Requesting institution name :

Address 1 :

Address 2 :

City :

Zip/postcode :

Country :

Your name :

Your role in your institution :

Your email address :

Your telephone number :

FIAF language in which you wish to communicate with us

## **2- Details of the Assistance Request**

**Archive category:**

**Type of assistance:**

(Please tick the relevant box(es))

- Training event – film skills and preservation
- Training event – digital (digitisation, digital acquisition and preservation)
- Training event – cataloguing and/or documentation
- Training event – video and/or audiotape
- Training event – access, presentation, programming, engagement
- Major training event – all subjects
- Consultancy – archive rescue or set up
- Consultancy – archive management
- Consultancy – digital
- Consultancy – storage
- Consultancy – documentation and cataloguing
- Other – Please specify:

**Ideal dates and timeline for delivery :**

Specific dates:

URGENT/ ASAP

Within the next 6 months

Within the next 12 months

**Funding :**

Can this support be funded or part-funded by your institution ?                      Yes                      No

If yes please provide details :

Can you raise money elsewhere for this training/outreach project ?                      Yes                      No

If yes, please provide details :

**Further Information :**

Has your institution been assisted in any way by FIAF before, or any of your staff ever attended FIAF training?                      Yes                      No

If yes, please provide details:

Please indicate the FIAF language(s) that the organization/people likely to be involved in the assistance operate in.

**Assistance Needed:**

Please provide further information about your request for assistance, including :

- Background information
- The outcomes you hope to achieve
- How this is relevant to the film heritage of your country
- Any special conditions that might apply

Try to be as specific and concise as possible.

Date :

Signature :

Please post, email or fax this form to:

FIAF, Rue Blanche 42, 1060 Brussels, Belgium

Tel : + 32 (0)2 538 3065 Fax : +32 (0)2 534 4774 Email: [info@fiagnet.org](mailto:info@fiagnet.org)