

Tips for the Hosts!

- ◆ Decide who is responsible for the visitor and see to it that they have enough time to devote to the placement and care of the person. Will this be formal ? (e.g. one day per week at a certain time) or informal ? (available when needed)
- ◆ Ensure that the whole organisation is informed about the placement and is as open as possible towards the idea, the aims, the visitor, and that they are willing to help out if necessary.
- ◆ Send the visitor an information pack of your organisation.
- ◆ Think about the impact of the placement in terms of your organisation's learning.
- ◆ Decide where the visitor will work and make sure that they have all the necessary resources they need for the project/tasks or their role. (a desk, a phone, a computer, a rehearsal space etc.)
- ◆ Make sure you both know exactly what the job is, what skills are needed and which ones can be learned.
- ◆ Communicate with the visitor beforehand and be prepared to say "no" if it is not a good match of strengths and potential for mutual benefits. Be aware of what you can learn from the visitor.
- ◆ Plan an induction programme. How will you introduce your work, the staff, the philosophy and customs of the organisation. How will you help the visitor to settle into a perhaps strange and unsettling life, language, food, money, habits, social life ?
- ◆ If you have made a specific project or task in line for the visitor - begin a process of clarification by providing them with background information and keeping them updated in terms of any project developments.
- ◆ Be prepared for the arrival of the visitor. Plan plenty of time in advance for making them feel welcome but also for ensuring they are working well.
- ◆ Be clear about any concrete demands such as timetables, reports, budgets, deadlines etc. and check on the progress of the visitor



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