**International Online Course on the Reorganization of Collections Storage in Museums of Southeast Asia**

MUSEUM APPLICATION FORM

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| **Museum info** |

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| **Name** |  | | |
| **Country** |  | | |
| **Address** |  | | |
| **Website** |  | | |
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| Name of Museum Director | |  | |
| E-mail of Museum Director | |  | |
| Year when the museum was created | | |  |
| Total number of staff | | |  |
| Number of staff working with the collections | | |  |
| Is there a professionally trained conservator at the museum | | |  |
| Number of volunteers | | |  |
| Total number of visitors last year\* | | |  |
| Total number of school children last year\* | | |  |
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| **Collections**  Total number of objects in the collection\* | | |  |
| Number of objects on the registry book | | |  |
| Number of objects in exhibition\* | | |  |
| Number of objects in storages\* | | |  |
| Number of objects on loan in the last 5 years\* | | |  |
| Number of objects registered in the last 5 years\* | | |  |
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| **Exhibition area**  Number of exhibition halls (permanent/temporary/outdoor) | | |  |
| Total surface of the exhibition area (m2)\* | | |  |
| Number of temporary exhibitions in the last 5 years | | |  |
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| **Storage area**  Number storerooms | | |  |
| Total surface of the storerooms (m2)\* | | |  |
| Number of staff taking care of the storerooms | | |  |
| Number of objects on the ground \* | | |  |
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*Each selected museum will participate with 2 staff members.*

*The candidates must be either conservator, collections manager or technician, curator, registrar, archivist working for the museum. All candidates must have a good knowledge of the collections in the museum storage.*

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| **Candidate 1 info** | | |
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| **Name** |  | |
| **Position** |  | |
| **E-mail** | |  |
| **Phone** | |  |
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| 1. When did you enter the museum? |

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| 1. Describe your main daily duties/responsibilities |

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| 1. Your educational background (including academic qualifications and degree obtained) |

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| 1. How often in a month do you work with collections in the storage? For what purposes? |

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| 1. Which language(s) do you speak? |

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| 1. Do you have access to a computer? Have you ever used Zoom/Skype? Do you use any of these: Facebook, Instagram, WhatsApp? |

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| 1. Why do you wish to participate in the course? |

**I give consent to the processing of my personal data by ICCROM for candidate selection purposes, including the sharing of profiles with partners and for reviewing and evaluating. Data will be also processed to promote new courses, internships, fellowships, programmes, initiatives, projects, events, round tables or other institutional activities or reports of ICCROM and/or its partners. Users can, at any time, request the erasure of their data at the following e-mail:** [data-protection@iccrom.org](mailto:data-protection@iccrom.org)**. I also declare to have read in full and understood** [ICCROM Privacy Policy](https://www.iccrom.org/privacy-policy)**, including the specific purposes and legal bases of data processing stated therein.**

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| **Candidate 2 info** | | |
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| **Name** |  | |
| **Position** |  | |
| **E-mail** | |  |
| **Phone** | |  |
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| 1. When did you enter the museum? |

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| 1. Your educational background (including academic qualifications and degree obtained) |

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| 1. How often in a month do you work with collections in the storage? For what purposes? |

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| 1. Which language(s) do you speak? |

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| 1. Do you have access to a computer? Have you ever used Zoom/Skype? Do you use any of these: Facebook, Instagram, WhatsApp? |

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