



# **Annotated Guide**

## **For The Submission of Applications**



The purpose of the **Annotated Guide** is to help applicants submitting. The steps are only designed to offer applicants direction in completing the online Application Form.

## **CINEMA FOR PEACE SUMMER CAMP ACADEMY & FILM FESTIVAL 2023**

Call For Applicants

BEIRUT FILM SOCIETY  
[beirutfilmsociety@gmail.com](mailto:beirutfilmsociety@gmail.com)  
[www.beirutfilmsociety.org](http://www.beirutfilmsociety.org)

BEJJANI CENTER, ADONIS

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To Know More About The Program & The Call For Applications

**A SPECIAL INFORMATIVE SESSION WILL BE GIVEN OVER ZOOM**



**JOIN US IN THE MEETING with our team**

April 25, 2023  
4:00 P.M  
Local Time In Beirut

**Check Our WEBSITE for all the INFORMATION**



## APPLICATION PROCESS

**Step 1:** Consult the **website** at: <https://www.cinemaforpeace.org>

**Step 2:** **Read** this **Annotated Guide** carefully.

**Step 3:** **Complete the Application** offline and save the changes on your computer.

**Step 4:** **Gather** all necessary **Documents** that you must attach to the application.

**Step 5:** **Log in** to the Online Application Form at: <https://www.cinemaforpeace.org>

**Step 6:** **Complete** the online Application Form

You may **Log In** & **Log Out** from the Online Application Form.  
Do not forget to **Save** your application before logging out.

**Step 7:** Accept the **Terms & Conditions**

**Step 8:** Date, sign and click on '**Submit**'

**Signature** should be the **Name** of the **Submitter**.

In order to submit your application, **all the fields in the online Application Form must be duly completed**. Incomplete fields will be highlighted in red.

**Step 9:** **Review your application** and click on '**Change**' to make additional modifications to your application or on '**SUBMIT**' to finalize your application.

**Step 10:** Print your application by clicking on '**Print**'.

**Step 11:** A **confirmation email** will be sent to you confirming receiving your application.



## TERMS AND CONDITIONS

In order to submit the application on the online Application Form, the applicant must review and agree to the terms and conditions below.

**1. Acknowledge that, in the case of approval, an agreement will be signed between BEIRUT FILM SOCIETY and the applicant.**

BEIRUT FILM SOCIETY will establish an agreement for selected applicants. The applicant should commit to attend the online preparatory obligatory session before attending the project. The applicant should commit to participate in the full days of the designed program.

**2. Certify that all information contained in this application is truthful.**

The applicant should certify that any documents provided in support of the application are authentic and accurate. Any false or misleading information will disqualify the application.



## COMPLIMENTARY DOCUMENTS

The following documents must be uploaded on the online Application form.

1. **Official ID or Passport document**
2. **Portrait photo of the applicant, in high resolution**
3. **Long biography and or cv**
4. **Letter of Support from the University with a scan of the diploma**
5. **Link to showreel, scripts, articles featuring the applicant's work**
6. **Letter of Support from Organization or company**

**All the complimentary documents** must be in the language of the application **(English)**.  
**Without these complimentary documents**, your application will be considered **incomplete and non-eligible**



## SELECTION PROCEDURE

The eligibility check is completed by a committee team which draws up a list of candidates to be considered. Based on this list, the pre-selection is carried out by the committee: successful applicants are selected on the basis of motivation, qualifications, commitment and/or experience.

The work of the committee remains confidential and its decisions are final.

In particular, the following selection criteria will be assessed:

- **is passionate, creative with the ability to take initiative;**
- **enjoys working in a multicultural team;**
- **willing to implement peace practices in the personal work**
- **committed to attend the 8 online sessions prior to the camp**
- **submitting the deliverable requested after the completion of the 8 online sessions.**

The final selection is made by the committee based on the profiles of the shortlisted candidates, their attendance to the online sessions and the final delivery of the requested materials. They select the most appropriate candidates according to the established “profile”. Selected candidates may be required if needed to undergo a one-on-one interview and are obliged to attend the preparatory online information session to be scheduled on a later stage.

Successful applicants are informed by email of the final confirmed dates of the program and the list of final documents they should provide prior to commencement of the program.



## GENERAL INFORMATION

### . Equal Opportunities:

The Beirut Film Society applies a policy of equal opportunities and accepts applications without discrimination on any grounds. The Beirut Film Society encourages people with physical or medical disability to apply to this call for applicants.

### . Selection committee:

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

### . Protection of personal data:

As the body responsible for organizing the program, the Beirut Film Society ensures that applicants' personal data are processed and used only for the benefit of this program

### . Policies & Regulations

Selected applicant should participate in the Online Training Session prior to the program titled by "Beirut Film Society - Policies & Regulations" featuring the following points:

- Code of Conduct
- General Conduct of personnel
- Prohibited Conduct
- Assistance Protocol
- Complaints
- Whistleblower Protection Policy
- Incident Report
- MOS PSEA (MINIMUM OPERATING STANDARDS PROTECTION FROM SEXUAL EXPLOITATION & ABUSE BY OWN PERSONNEL)
- Preventing & responding to sexual exploitation and abuse



The 1<sup>st</sup> deadline (online application form) is **5 May 2023, noon.**  
Applications received after this deadline will not be eligible

The 2<sup>nd</sup> deadline (delivery of materials after 8 online sessions) is **9 June 2023, noon.**

Applications should be completed in **English**

Should you experience technical difficulties,  
Please contact us at [cinemaforpeace@gmail.com](mailto:cinemaforpeace@gmail.com)