

## **Guest Regulation of the Hellenic Institute**

The Institute provides, for a determined period that is not exceeding one month, accommodation to researchers and scientists wishing to conduct research in Venice's archives and libraries and to collaborate with the city's scientific Institutes. The research or collaboration subject may concern topics of history, literature, theology, art history as well as related humanities, during the Byzantine and Post-Byzantine period.

Guests pay for each night the amount of forty (40) euros, which must be paid in advance upon their arrival in Venice. Members of the diplomatic corps and distinguished scientists are hosted for free ad honorem, after the approval of the Control Committee of the Institute.

Researchers wishing to be hosted at the Institute, apply by 31 May each year for the fall semester and respectively by 31 August for the spring semester of the following year. The requests of each period are sent for approval to the Control Committee by the President of the Institute.

The application should contain a documented description of the research or of the collaboration to be carried out, the information to be retrieved from the libraries and archives of Venice and the time required for carrying out the research. In particular, postgraduate students and doctoral candidates also present a letter of recommendation from the supervisory professor, which should indicate the objectives of the research in progress.

Upon arrival, guests are required to complete and file with the Secretariat of the Institute the registration form that is located in each guest room.

At the end of their stay, guests submit to the Institute a detailed activity report.

Researchers who do not fill out the registration form and do not submit the activity report will not be accommodated again at the Institute.

Due to the limited number of rooms available at the Institute, researchers who cancel or postpone their arrival at the Foundation are required to pay the equivalent amount of an overnight stay.

The Institute does not receive guests after 17:00 or on holidays.

Money is not refundable to those who leave the room before the reservation date.