



INTERNATIONAL RESEARCH INSTITUTE FOR ARCHAEOLOGY AND ETHNOLOGY

**PROFESSIONAL ONLINE TRAINING COURSE
TITLED**

Archaeological Expedition Management

HOW TO ORGANIZE AND MANAGE AN ARCHAEOLOGICAL EXPEDITION

BY DANIELE PETRELLA

VIII EDITION

4-8 MARCH 2024

COURSE OBJECTIVES

The course stems from the need to provide specific skills in the field of logistical and administrative organization for the creation and management of archaeological expeditions, to be combined with the technical-scientific preparation provided by the academic programs. **The complex procedures** for the organization and management of an **archaeological expedition**, in one's own country or abroad, **intercept different and numerous areas**, all of which are fundamental for its adequate realization.

During the course, several steps will be addressed, from the identification of **the scientific topic** of the expedition, to the logistical organization, to the legal regulations, **to the structuring and consolidation of relations** with local and foreign administrations, to **the techniques, "roads" and strategies for finding both public and private funds**, to scientific **and popular publication**, the making of **documentaries**, post-mission and so on.

WHAT DOES THE IRIAE COURSE GIVE MORE?

IRIAE, since its inception, has independently conceived, organized, and managed numerous archaeological expeditions in various parts of the world. Over the years, his team, thanks to the experience gained in the field, has grown exponentially, and has specialized in this specific sector.

This experience will be made available to participants for whom a detailed and schematic program has been structured to meet the different administrative, logistical, and organizational needs of archaeological expeditions.

The course will be held by the President himself, **Daniele Petrella**, who has years of experience in conducting **expeditions and archaeological excavations** in Italy and abroad. He currently directs three of **IRIAE's five Archaeological Expeditions in Japan**, leading teams of professionals and training students, PhD students and interns. Other countries in which he has conducted his activities include Ireland, Oman, Nepal, and China.

COURSE LANGUAGE

English

PROGRAMME AND TOPICS

Day 1 (04/03/2024):

12.00 – 12.15: **IRIAE presentation and the reason for this course**

12.15 – 14.00: **Phase 1: Structuring the project idea**

- *Presentation of the project, topics, and objectives of the research*
- *Bibliography: order and accessibility*
- *Implementation period: how it is determined*
- *The location: identification and logistical plan*
- *How to structure a team*
- *Creation of the Contact Database*
- *The Scientific Director and the Dispatch Manager: differences and roles*
- *Research: preliminary activities and identification of implementation activities*
- *Training Activities: is it included in the project?*
- *Communicate your project!*

Day 2 (05/03/2024):

12.00 – 13.00: **Phase 2: First Project Draft**

- *Logistics and equipment: technical "warehouse"*
- *Travel: Agency or not? Specific organization*
- *Room and Board: the possible facilities*
- *Structuring the Starting Budget*

13.00 – 14.00: **Phase 3: Identification of the possible partner(s) and rewriting of the project**

- *Identification of partners and reasons for choosing*
- *How to rewrite the project in the face of the presence of other partners*
- *Updating the Contact Database*

Day 3 (06/03/2024):

12.00 – 13.00: **Phase 4: Relations with administrations**

- *Reference bodies in Italy and abroad*
- *Applying for a permit: what to submit, how to be effective.*

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- *Municipalities: how can they help the project?*
- 13.00 – 14.00: **Step 5: Raising funds**
- *Ministerial and European calls*
 - *Grant foreigners*
 - *The Private Sponsor: Approach Strategies*
 - *The Foundations*

Day 4 (07/03/2024):

- 12.00 – 13.00: **Phase 6: Logistics organization**
- *Travel: Saving Strategies*
 - *VISA: when to apply for it and what is it for?*
 - *Insurance: health or accident insurance?*
 - *Food: management strategies*
 - *Housing: Savings and Management Strategies*
 - *Equipment: what to get and how to*
 - *The legislation: how it has changed and what it consists of*
 - *Who is the legal figure to work alongside and how to do it?*
- 13.00 – 14.00: **Phase 7: Final design and documentation**
- *Documents to be created step by step.*
 - *Web-Storage: data archive and mission archive*
 - *Registration of cards*
 - *The pre-mission procedural report*
 - *The procedural report during the mission*
 - *Logging and Saving*
 - *Archives of administrative data and real data*
 - *The Work Behind a Publication*
 - *The publication*

Day 5 (08/03/2024):

- 12.00 – 13.00: **Step 8: Communication and dissemination: what is the difference?**
- *The communication team: communicators or communicators?*
 - *Scientific dissemination: publication of results and publishing in the sector*
 - *Communication: the Media, how to contact them*
 - *How social networks can contribute to the success of expedition.*
 - *The documentary: why and how to make it. A winning weapon*
- 13.00 – 14.00: **Discussion and insights.**

WHO IS IT FOR, SELECTION PROCESS AND ADMISSION PROCEDURES

The course is open to **graduates, PhD students and doctoral students (from any geographical area)** in Archaeology and related subjects, and to professionals from other sectors who use their skills in the field of archaeological research.

REQUIREMENTS

The course will be **online** and will take place on **Zoom**.

A connection of at least 100 mb **is therefore required** in order to ensure smooth and uninterrupted communication.

RESEARCH TOOLS AND TEACHING MATERIALS

No special tools are required, and the teaching material will be provided by the teacher during the course.

AND AFTER THAT?

1. **Certification Issue:** At the end of the course, a certificate of attendance will be issued, signed by the professors in charge of the project and by the IRIAE Central Management.
2. **IRIAE Membership:** Those enrolled in the course will become IRIAE Members free of charge for the current year.
3. **Free consultation for your project:** To those enrolled in the course who need it, IRIAE will offer a free consultancy service for the organization of their archaeological expedition.

WHERE AND WHEN:

The Course will be held Online **from 4 to 8 March 2024 (every day from 12.00 to 14.00 CET)** according to procedures that will be communicated to those enrolled.

Please note that the course will take place when the minimum number of participants is reached.

FEES AND COSTS

The **participation fee** for the Course, to be paid by **3 February 2024**, amounts to **€ 980.00**.

HOW TO REGISTER

To register, it is necessary to fill in the registration form to be downloaded directly from the IRIAE website, www.iriae.com and send it by email to the address secretarygen@iriae.com together with:

- Receipt of payment of the registration fee (see next paragraph)
- Up-to-date CV.

No later than February 3, 2024

PAYMENT METHODS

The payment of the participation fee must be made by **bank transfer** to:

International Research Institute for Archaeology and Ethnology

IBAN: IT19C0200803475000104290179

BIC/SWIFT: UNCRITM1F02

Reason: "Registration for the AEM VIII 2024 Course – NAME SURNAME"

NB: If, at the end of the registration closing date, the transfer has not been made, the registration request will be considered invalid. Once the deadline has expired, it will no longer be possible to receive a refund, not even partial. IRIAE will notify you of the actual start of the course at the end of the deadline, i.e., to verify that the minimum number of participants has been reached.

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Deadline Registration: February 3, 2024

DIDACTIC COORDINATION AND CONTACTS

The didactic coordination of the course is entrusted to **Dr. Daniele Petrella**.

For more info: secretarygen@iriae.com or mob. +39 338 2696492

IRIAE: A BRIEF PRESENTATION

The International Research Institute for Archaeology and Ethnology is an international **non-profit organization**, based in Italy, which collects the experiences of archaeologists, anthropologists, and scholars from all over the world.

The first and main prerogative is the realization and development of **projects, missions, and** archaeological and anthropological expeditions in Italy and abroad together with their dissemination and dissemination.

IRIAE is also committed to structuring **training programs** (Courses, Seminars and Courses) with the dual purpose **of providing the necessary skills** to those who want to enter the profession of archaeologist and ethnologist and to **train the future members of its expeditions**.

The statutory objectives also include the provision of **high-quality technical and scientific services** .

IRIAE also intends to be a beacon for **the defence of the ethical and scientific principles** of archaeology, anthropology and all professions related to the research and enhancement of Cultural Heritage, whether tangible or intangible.

Finally, the Institute is committed to **respecting the cultures, peoples, and laws of the countries** in which it operates through shipments. Likewise, it undertakes to ensure that the activities conducted in these countries contribute to their **socio-cultural and economic development**, as well as to the desirable development of **international relations**.