

1. CONTACT INFORMATION

a. Institution

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_

b. Contact person

Name: \_\_\_\_\_  
Surname/Family name: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Direct phone number: \_\_\_\_\_

---

2. TYPE OF EXCHANGE

a. Institution is

offering  
 accepting  
(in case of offering and accepting check both fields)

in the time frame from \_\_\_\_\_ to \_\_\_\_\_  
proposed duration of the exchange: \_\_\_\_\_

b. Select type of exchange

exchange of guides  
number of guides per exchange: \_\_\_\_\_  
description of activities: \_\_\_\_\_

exchange of explainers  
number of explainers per exchange: \_\_\_\_\_  
description of activities: \_\_\_\_\_

---

3. QUALIFICATION OF EXPLAINERS

a. Offering

explainers' abilities: \_\_\_\_\_  
languages (active/passive): \_\_\_\_\_  
expected outcomes: \_\_\_\_\_

b. Accepting

work description: \_\_\_\_\_  
languages (active/passive): \_\_\_\_\_  
results of the exchange: \_\_\_\_\_

---

4. FINANCIAL STRUCTURE (in case of accepting explainers)

possibility of hosting visiting explainers in our explainers' homes

---

5. OTHER COMMENTS