

# CLARIFICATIONS

03.05.2019

[ANSWERS TO  
REQUESTS FOR  
CLARIFICATION  
SUBMITTED UNTIL  
APRIL 26, 2019]

## CLARIFICATION 01

- 01.1. Does the Biennale have spaces available for satellite exhibitions? If so, do these spaces have rental costs? Does the Biennale have employees or volunteers to take care of the exhibition during the period it is open to the public?
- 01.2. Can I apply with a project/exhibition proposal that has already been presented in other events?
- 01.3. Can I make two applications, one for the exhibition and one for the production of a publication related to the exhibition?
- 01.4. Can I apply as a company?

## PDB

- 01.1. The satellite programme to be selected through this Open Call for Projects is independent of the organization of the PDB, according to paragraphs 03.2. and 07.3. of the Regulation. Therefore, the budget presented by the candidates must ensure and reflect the availability of space(s), within the territory of the PDB'19, as well as the management of public opening periods.
- 01.2. Projects previously presented in other initiatives are accepted, provided that in agreement with the premises presented in point 03.4 of the Regulation.
- 01.3. Each candidate may submit up to two applications, regardless of their nature, as established in point 05.2 of the Regulation.
- 01.4. According to the same paragraph, applications submitted by companies will be accepted.

## CLARIFICATION 02

I would like to submit an exhibition proposal. The Open Call for Projects document states that "authors must choose and propose their venue(s) of preference". Could you please clarify if authors are required to contact and confirm venues prior to submitting the Satellites application or if the selection committee will assist with securing appropriate venues for successful proposals?

### PDB

The candidates are fully responsible for the production of the project and the management of all matters concerning the project. Therefore you must establish contacts and have your venue confirmed before submitting the application to make sure you have a place to present your project in case it is selected. The organization of the Porto Design Biennale can't have any involvement in the selected satellites projects, apart from granting the funds and promoting their visibility in PDB media and communication channels.

### CLARIFICATION 03

I am not from Portugal and I would like to submit a proposal for a workshop, which would be personally oriented by me. In addition to the materials needed for the workshop, should I also include the costs of transportation (airfare) and accommodation? In case I need materials that are owned by the organization (monochrome laser printers, scanner, paper, etc.) and can be used during the workshop once the project is approved, will the costs be revised?

### PDB

All costs should be presented in the budget, including travel and accommodation; all materials and resources necessary for the organization and production of the event should also be included in the budget, as described in the Regulation in section 07.3. The projects selected will be part of the satellite programme of the Biennale. In addition to financial support, the Biennale is responsible only for promoting the projects in its media and communication channels, according to point 08 of the Regulation.

## CLARIFICATION 04

My project is a collective project that will be submitted by an association that will later appear as a production company. The authorship of the project belongs to the several individuals involved, who will have different interventions. Thus, these are the doubts that I have at the moment:

- 04.1. Section 14.2 states that candidates will be invited to sign a contract with PDB. In the case of the application I mentioned above, would all the parties have to sign the same contract or only the production company? Although section 14.3 refers to the case of the signature with the legal person, the information provided is not sufficient to clarify this issue.
- 04.2. The second doubt is similar to the first: In section 14.4, are the documents proving the situation is regularized before the Social Security and Finances only concerned to the producer?
- 04.3. In section 14.3 it is written: "the commercial certificate, proving the powers of whoever grants." Is it possible to clarify what this refers to?
- 04.4. According to section 11.2. (concerning clarifications), "The organization will compile all the questions submitted by the deadline". What are the deadlines? It seems implicit that questions submitted will only be made public and clarified once the applications close. Could you please clarify these situations?

### PDB

- 04.1. The contract will be signed between the PDB and the person/entity/legal person or multidisciplinary groups responsible for submitting and managing the application. In this particular case, since the application is submitted by a production company, the latter is liable for the contract, regardless of the form/legal link it establishes with the various authors and stakeholders involved.

- 04.2. As such, the elements requested in points 14.3. and 14.4. must concern the production company.
- 04.3. The permanent commercial certificate (in the case of entities subject to commercial registration – company, companies, cooperatives, public companies or other companies) must unequivocally identify the persons who are liable, and who will be invited to sign the contract if the project is selected.
- 04.4. Deadlines can be found in section 19 “Schedule”. The first phase of clarification ended on April 26, 2019; the PDB organization decided in the meantime to extend the deadline for submission of clarifications, in a second phase, to run until May 24, 2019.

## CLARIFICATION 05

- 05.1. Can our participation format be the projection of a documentary?
- 05.2. If yes, could it be projected in one of your venues? Or should we find one ourselves and include the expenses in the project's budget?
- 05.3. Parallel to the projection of the documentary, we could also imagine to organize a round table open to the public.
- 05.4. After the opening and projection of the documentary, we would like to let the film be projected in loop during the Biennale.  
Do you think a space would be available for this?

## PDB

- 05.1. Yes, the project may be presented as a documentary, as long as it relates to the central theme of the Biennale and to the sub-themes of the Open Call for Projects, as described in point 01 of the Regulation. The formats defined in point 03.3 are only illustrative, but the documentary can relate, directly or indirectly, to some of them.
- 05.2. As mentioned in the Clarifications 01 and 02, the candidates are responsible for the selection of the venues where the projects will be exhibited, and any costs involved should be mentioned in the budget.
- 05.3. The roundtable may be proposed within the scope of the documentary project. In that case, you must integrate the costs of the roundtable in the budget. The roundtable may, however, apply autonomously, presenting its own budget. As such, applicants should pay attention to the levels of financial support defined in point 04.1 of the Regulation.
- 05.4. As indicated above, the location(s) of presentation of the projects must be defined by the candidates, as well as the time of exhibition/duration of the projects, taking into account the provisions of section 03.2 of the Regulation.

CHANGES IN THE  
SCHEDULE

Opening date for the submission of applications  
[April 9, 2019]

[NEW PHASE FOR  
SUBMITTING REQUESTS  
FOR CLARIFICATIONS]

Requests for clarification — phase 1  
[until April 26, 2019]

Clarifications — phase 1  
[until May 3, 2019]

SECTION 19 OF THE  
REGULATION IS NOW  
AS FOLLOWS

Requests for clarification — phase 2  
[until May 24, 2019]

Clarifications — phase 2  
[until May 31, 2019]

Closing date for the submission of applications  
[11:59pm, June 3, 2019]

Jury meetings  
[between June 6 and 17, 2019]

Communication of results  
[June 19, 2019]

Signing of Contracts  
[until July 12, 2019]

Production phase  
[beginning as soon as contracts are signed and  
until the completion of the PDB program —  
which takes place between September 20th and  
December 8th, 2019]

Opening of PDB'19  
[September 19, 2019]

Closing of PDB'19  
[8 December, 2019]

Projects' Implementation Report  
[until December 31, 2019]

**PORTO DESIGN BIENNALE 2019**