



## TURKEY EUROPE FUTURE FORUM

# FREQUENTLY ASKED QUESTIONS (FAQ) AND ANSWERS

www.turkey-europe-future-forum.com

### 1. Application Requirements

**Q: Which nationalities can apply?**

A: You can apply with a German or Turkish passport or one from an EU member state. Holders of multiple passports need to clarify to which contingent they are applying. If you come from a European country that is not an EU member state please specify your interest in your application. We will elaborate on your individual case.

**Q: Are European citizens from Non-EU states eligible to apply?**

A: If you come from a European country that is not an EU member state please specify your interest in your application. We will elaborate on your individual case.

**Q: How big are the contingents?**

A: We select 30 participants each year and try to include one third each from Germany, Turkey and other European Countries.

**Q: I am a German, Turkish, EU-member state citizen but do not currently reside in my home country. Am I eligible to apply?**

A: Yes. Your citizenship is decisive, not your current country of residence.

**Q: Are there restrictions with respect to professional fields or university disciplines (degree programmes)?**

A: No, as long as you can make a case for your interest in the Forum's topic there are no restrictions on the issue of professional experience or disciplines.

**Q: Do I need to be an expert on the Forum's topic?**

A: Expertise in the field of the Forum's theme in professional or academic context or through extracurricular engagement is no precondition. We are seeking for participants with a strong personality from various backgrounds.



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**Q: Do I need to have prior experience with the countries in which the Forum takes place?**

A: You need to have a strong interest in European-Turkish relations and neighbourhood policies of both actors. Further you should be eager to discuss your perspectives with young professionals from the participating countries. The Forum is open for those with and without a country to allow for a good mix of experiences.

**Q: When do I need to fulfill the requirement of at least two years and at most ten years of work experience?**

A: You need to fulfill this requirement as of the beginning of the Forum.

### 2. Application Documents

**Q: What does the motivation letter need to look like?**

A: The only formal constraint is the length of 300 to maximum 500 words.

**Q: What should I include in the motivation letter?**

A: In the motivation letter you should explain your interest in the Forum's topic. We are eager to learn how the programme would benefit from your participation and how you plan to contribute to the relationship between Turkey and Europe. If you already have experience in this field, please elaborate on that as well.



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### 3. Application Process

**Q: How can I apply?**

A: Applications are accepted online only, using our online application tool. After registering for the tool, you will be asked to fill out the required information and to upload your CV and motivation letter.

Applications sent via mail or by any method other than our online system will be deemed ineligible. If you have trouble accessing the online application tool please contact us well before the deadline.

**Q: Will I receive a confirmation of my application?**

A: Yes. Once you have submitted a complete application you will receive an electronic confirmation via e-mail. If you do not receive the confirmation within 24h, please contact our TEFF-Team via [teff@stiftung-mercator.de](mailto:teff@stiftung-mercator.de)

**Q: I have been nominated. How does the application process differ from the open application process and am I automatically selected for participation?**

A: If you have been nominated you will be invited to the interview if you fulfil all necessary criteria. In order to be invited, please register in our online application tool and submit your CV and motivation letter after your nomination. It helps us to prepare the interview with you. Please note: In order to ensure a fair competition among all applicants, nominated candidates are not automatically selected for participation.



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### 4. Interview

**Q: When do you inform me if I am invited to an interview?**

A: We will inform you as soon as possible after the closing date for applications.

**Q: When does the interview take place?**

A: The selection interviews will take place April 9-11, 2018 in Berlin and April 12-13, 2018 in Istanbul.

**Q: I would like to follow up on my application, is that possible?**

A: All applicants will receive a response via e-mail. We cannot provide any individual feedback.

### 5. Logistics and Participation

**Q: If accepted as participant, do I need to attend all days of the programme?**

A: Yes, we expect our participants to attend the whole programme of the Forum.

**Q: I live in one of the cities, the programme takes place, do I need to stay in the hotel then?**

A: Yes, the core of the Forum is an intensive group experience. We therefore ask you to stay with the group at the hotel during the whole time of the programme.

**Q: Will the organizers take care of the visa?**

A: Visas are needed for some participants. The organizers can provide a letter with which a visa can be obtained. Participants are responsible for a timely application for their visa. Visa fees will be reimbursed upon submission of original receipt or invoice.



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### 5. Logistics and Participation

**Q: Does the Forum provide child care service?**

A: Unfortunately not. However, the we are open to discuss options regarding local child care services for parenting participants. If this is the case, we advise successful candidates to notify us at the earliest date possible to discuss appropriate solutions. For example, in the past we made sure that participants with children could be accompanied by their partners or parents, who then took care of the children during the programme.

**Q: What will happen after my participation?**

A: Participants shall remain actively connected afterwards. Beyond the project duration, alumni remain involved in an active alumni network and will get the opportunity to build connections with the following programme generations.

### 6. Expenses and Reimbursement

**Q: What type of expenses are covered during my participation in the Forum?**

A: All project related expenses will be covered for participants of the programme. These include travel expenses from Europe and Turkey to the venue of the Forum (economy/coach class)\*, public transportation to and from the airport to the hotel, accommodation\*\*, meals during the conference, and other project related expenses. The Forum does not cover any travel or additional costs incurred through participants' personal expenses.

\*We will provide you with information on the respective caps closer to the start of the programme.

\*\*Accommodation expenses cover the nights from July 1-8, 2018.

**Q: When and how do I get reimbursed for my expenses?**

A: After the end of the programme we will ask you to fill in and send us a reimbursement form together with all original receipts and/or invoices to prove your expenses. We will transfer the money to your bank account afterwards. In case you need an earlier reimbursement of your expenses please let us know.



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### 7. Insurance

**Q: Does the Forum provide any insurance against the loss, theft or damage of my personal belongings during the programme?**

A: No, all participants bear full responsibility for their own personal belongings and valuables. The Forum and associated partners do not compensate for the loss, damage or theft of participants' belongings during the entire course of the programme and thereafter.

**Q: Will I need to get health insurance before travelling for the Forum?**

A: Yes. The Forum does not provide health insurance nor is the programme and its associated partners liable for any costs incurred by participants through illness or accident. Participants are therefore responsible for obtaining health insurance before travelling to the Forum.