

# MOBILITY GRANTS PROGRAM



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# GUIDELINES

2025 - 8<sup>TH</sup> CALL

## WHAT'S THE MOBILITY GRANTS PROGRAM

Created in 2001, the Network of European Royal Residences aims to foster synergies among its members, bringing together more than 100 Palace-Museums in 15 countries in Europe. To encourage these exchanges of practices, since 2018 the Network has funded every year a program of mobility grants **dedicated to the employees of the [member](#)** institutions across Europe. All fields are eligible (*curators, conservators, educators, fundraising, development, gardeners, researchers, restorers, technicians, public services and communication department staff, and all other professionals and employees of historic royal residences involved in the implementation of the institution's mission...*) and all employees can apply with the authorization of their own institution.



**AIM/** On the example of the Erasmus program, these **short professional exchanges aim to** strengthen the links between institutions, improve the skills of the employee and then, strengthen the sharing of best practices. The mission and the output of the exchange should be concrete, for all parts. Indeed, the exchanges are always a great way to inspire creativity and drive innovation both for the grantees and the hosting institution. Past editions proved that long-lasting collaborations continued after this experience.



**FINANCING/** The program is **funded totally by the Network's own resources** coming from members' annual fees. Each year 20 grants up to 1,200,00 euros each are allocated. The financial support must be intended as an AID to the mobility, which means that it might not cover the entire costs that depends on the duration of the stay, the host country etc. Applicants are responsible for building their own budget according to their needs and the money they have at their disposal and it is the responsibility of applicants to think about how to fund the costs not covered by the grant. According to different administrative rules, it is also the responsibility of the applicant to decide with their own institution if this time abroad would be considered as a work trip, a training period or it should be taken on personal leave.



**PROCEDURE /** The procedure is coordinated by the Secretariat of the Network and supervised by an international steering committee, appointed by the General Assembly, that ensures the impartiality of the evaluation process. Grants will be provided to the first 20 applications reaching a **score equal to or higher than 90/120**.



**SPREADING/** The opening of the call is notified to each Director and contact persons. The balance of participants from different countries/members and the success of the project largely relies on the wider communication inside the members institutions (before and after the exchange) especially **through the contact persons**.

They are responsible for maintaining permanent communication with the Secretariat and they guaranteeing the active involvement of their institution in the activities. Thus, it is essential that contact persons spread the information within their institution as much as possible and they are the main responsible for the smooth functioning of the procedure, during the preparation of the applications and during the stays. A list of the contact person in each member institution will be available on the webpage dedicated to the call-in progress. Please note that contact persons are volunteers and they take this task addition to their job.


Also, several **webinars** would be organized after the opening of the call-in order to present the procedure and answers the questions of the potential applicants (the link of the 1<sup>st</sup> webinar is sent jointly with the call to all contact persons). It is important that the contact persons attend this meeting in order to be informed about the procedure and meet the potential applicants and other contact persons. It is very warmly suggested to ensure that a feedback will be given to the Director and other colleagues of the same institution to make them benefit of the lessons learned and capitalize the experience.

**FOR WHO/** The mobility grants program is open to all employees of institutions that are members of the **Network of European Royal Residences** who are up to date with their annual subscription. The complete list of the members is available online on the website of the Network: <http://www.europeanroyalresidences.eu/members/>. All members of the Network are automatically part of the program unless they inform the secretariat differently. Each employee of a member institution is welcome to apply to the Mobility Grants Program, with permission from their own institution (president, director, direct manager, etc.).

Please note that each institution can be both a **sending institution** and a **host institution**. Detailed information and tasks for sending institutions and host institutions follows.

## SENDING INSTITUTIONS, WHAT TO DO?

If an employee of your institution wishes to apply, your institution is considered as SENDING INSTITUTION. In this case the CONTACT PERSON should:

- I. **HELP THE APPLICANTS in building the project/** after spreading the information as much as possible within the institution, the contact person can get in touch with the potential employees to provide more information and, if needed, help the applicants to find the right institution and departments abroad. We advise contact persons/HR and all involved people to study all the different documents (guidelines for applicants, FAQ, etc.) in order to have a clear vision of the procedure as a whole.  

- II. **REMIND** the applicants the major deadlines and days or webinars
- III. **FOLLOW** the process and the RESULTS.
- IV. **ENSURE THE FEEDBACK** within the institution once the applicants will be back (this could be done by an article in your internal communication, by an informal meeting with directors and others employees etc.)

- ! Please note that grantees are responsible for their own **insurance** (institution's insurance or personal insurance), not the host institution.

## HOST INSTITUTION, WHAT TO DO?

If an employee of another member institution wishes to come to your institution, you will act as a HOST INSTITUTION. In this case the CONTACT PERSON should:

- I. **HELP APPLICANTS TO FIND INFORMATION** before the submission. Indeed, the contact person can be reached by another contact person or by a professional from another member institution for more information to fill in the application form.
- II. **EXAMINE and SELECT THE APPLICATION FORMS** sent by the secretariat. Those will be sent directly to Directors and contact persons (to avoid receiving a lot of separate emails). These applications will give information about the applicants, the object of the mobility and the reason behind the submission. To examine and select the application forms, the contact person will:
  - **Check the feasibility internally.** Please note that applications will be on different subjects from different profiles (gardeners, curators, educator, etc.) and the contact person must forward each application to the corresponding department to let them check the possibility and their interest to host the applicant.

- Give an answer to the Secretariat by completing the document "Section reserved to the Host Institution" which will be sent with the applications. In case of agreement, the host institution signs the document which is a commitment.



Please note that we are working on a tight schedule. Kindly respect deadlines in order to allow the evaluation committee to deliver the results on time.

- III. **HOSTING OF THE GRANTEE (when necessary).** The contact persons (or the mentor, HR, etc.) should be available and on-site during the stay in order to provide support to the applicants in case of need. Contact persons also prepare his/her arrival by:
- **Establishing the program:** agenda, meetings with professionals, visits, etc according to the mission defined in the application form and communicating the necessary information for its arrival some days in advance: meeting point, time of arrival, contact person, etc.
  - **Providing all the necessary tools:** badge, access, maps, program, etc.
  - **Signing the "certificate of attendance"** at the end of the mobility (document provided by the Secretariat directly to the applicant)

Please note that:

- Grantees are responsible for their own **insurance** (institution's insurance or personal insurance). The host institution does not have to provide insurance.
- **Training agreement** is not necessary. However, if you need to establish it for your internal reasons, you are free to do it directly with the grantee. In no case the training agreement will be delivered by the secretariat.
- The Secretariat of the Network will deliver a mobility **certificate** to each grantee. However, if you wish you are free to establish your own certificate too.

# TOOL KIT FOR APPLICANTS

## 2025- 8<sup>TH</sup> CALL

### I. GENERAL INFORMATION

#### 1 / WHO IS ELIGIBLE?

All trades in the Royal residences are eligible: architects, conservators, curators, development, educators, engineers, fundraising, gardeners, landscape architects, public services and communication department researchers, restorers, staff, and all other professionals and employees of historic royal residences involved in the implementation of the institution's mission.

Priority will be given to applications highlighting professional exchanges, and interaction with counterparts, aiming for professional capacity development. Only one application per applicant will be accepted.



#### 2/ WHERE I CAN GO?

You can find the complete list of the members of the Network [here](#). In case an institution is not able to participate in the project, this will be notified on the [webpage of the call in progress](#). Also, keep in mind language issues.

#### 2 / HOW LONG?

Mobility periods are "short", ranging from one week to three weeks, in the frame of a work assignment. The duration of the stay is flexible and should be set between the APPLICANT, their institution, and the host institution. Nevertheless, the mobility period must correspond at 5 full-time working days at least (excluding the days of travel). According to the whole process, the potential period for your exchange is usually from April to December.

Please note that grantees are responsible for their own insurance (institution's insurance or personal insurance), not the host institutions. Depending on different administrative rules, it is also the responsibility of the applicant to decide with their own institution if this time abroad would be considered as a mission; a training period or it should be taken as personal leave.

#### 3/ HOW YOUR APPLICATION WILL BE EXAMINATED?

My application will be evaluated by the Steering committee which is composed of 4 people and elected by the General Assembly. The steering committee for the 8<sup>th</sup> call is composed of:

1. *Ms. Christina Schindler*, Marketing, Product Manager / Palace of Schönbrunn, Austria
2. *Ms. Elzbieta Grygiel*, Communication Department Manager / Museum of King Jan III's Palace at Wilanów, Poland
3. *Ms. Gabriele Horn*, General Direction / Prussian Palaces and Gardens Foundation Berlin-Brandenburg, Germany
4. *Ms. Karina Marotta*, Adviser at the presidency cabinet / Patrimonio Nacional, Spain

The committee meets several times on Zoom in order to discuss the applications and ensure the impartiality of the results. In case of an application from an institution represented by a member of the steering committee, the latter will not evaluate this application and will be replaced by a member of the secretariat.

#### Assessment criteria:

- Quality and pertinence of the mission / 10 points
- Motivation / 10 points
- Adequacy between the candidate's job and the mission / 10 points

All the results are collated and the total score of each applicant is calculated. Each application receives a mark out of 120. Grants will be provided to the first 20 applications reaching a score equal to or higher than 90/120.

To note: If the steering committee estimates that the level of applications is not high enough, it reserves the right to not deliver the 20 grants in totality.

#### 4/ WHAT CAN THE GRANT COVER



This grant is considered to be **an aid to mobility and can be up to 1.200,00 €** and must cover the costs directly related to the mobility trip (for example: transport, accommodation, local transportation, catering, bank charges, insurance etc.).

Depending on the duration of the stay and the host country, the grant might not cover the entire cost of the mobility. Applicants must think about how to take in charge the costs not covered by the grant. Please note that each applicant is responsible for building and managing their own budget. Please note that all the costs must be on the most reasonable level. You can find a list of rates per diem by country on the website of the Network of European Royal Residences in order to have estimate. **Do not forget to keep your receipts, invoices, etc.**

Costs related to personal expenses (additional nights to stay for the week-end, leisure expenses, etc) are not covered and must not be declared in the financial breakdown. Please note that the organization of your trip (transports, accommodation, insurance, etc.) is not undertaken by the Network of European Royal Residences and all logistical aspects are directly managed by the grantee.


#### 5/ HOW WILL THE PAYMENT BE DELIVERED?

The grant will be transferred to the winner in two steps:


- **A pre-financing payment** of 720,00 €, corresponding to 60% of the total grant maximal amount), within 30 days after the official publication of the results. This first payment is intended to provide recipients with a float for the first major expenses such as travel and accommodation.

- A final payment, after the submission of the final report and the financial breakdown corresponding to the balance according to the real expenses within 30 days.  
Please note that the financial breakdown must be sent **before December 15** in order to receive the final payment.

Here below the three possible situations:

<b>Example 1</b>  In case of costs <b>not exceeding the grant</b> of 1200,00 euros	<b>Pre-financing</b> 720 euros	<b>Real cost of the mobility</b> 1000 euros		<b>Final payment</b> 280 euros	TOT 1000,00
	Delivered <b>BEFORE</b> leaving	Costs <b>declared</b> in the financial breakdown and <b>validated</b>		Delivered <b>AFTER</b> the submission of the financial breakdown	

<b>Example 2</b>  In case of costs <b>exceeding the grant</b> of 1200,00 euros	<b>Pre-financing</b> 720 euros	<b>Real cost of the mobility</b> 1350 euros		<b>Final payment</b> 480 euros	TOT 1200,00
	Delivered <b>BEFORE</b> leaving	Costs <b>declared</b> in the financial breakdown and <b>validated</b>		Delivered <b>AFTER</b> the submission of the financial breakdown	

<b>Example 3</b>  In case of costs <b>lower than the pre-financing</b> of 720,00 euros	<b>Pre-financing</b> 720 euros	<b>Real cost of the mobility</b> 600 euros		<b>REIMBURSEMENT by the grantee</b> 120 euros	TOT 600,00
	Delivered <b>BEFORE</b> leaving	Costs <b>declared</b> in the financial breakdown and <b>validated</b>		The grantee must reimburse the difference <b>AFTER</b> the submission of the financial breakdown	



The final report and the financial breakdown must be sent within 1 month following the end of the mobility trip and before December 15<sup>th</sup>, under penalty of refunding the grant. All expenses declared in the financial report **must be justified** by invoices/receipts.

Please note that in case of costs expending the total amount of the grant, the financing will not exceed 1200,00 euros.



## II. DETAILED APPLICATION PROCEDURE

### 1/ GENERAL SCHEDULE

WHEN	WHAT
11 October 2024	Opening of the call. Please note that all information is available on the <a href="#">website</a>
	Applicants make their <b>own research</b> to find the most appropriate institution according to their needs
23 October 2024 (11 a.m. Paris time)	<b>1<sup>st</sup> WEBINAR</b> on Zoom for <b>POTENTIAL APPLICANTS</b> and <b>CONTACT PERSONS</b> . The webinar aims to: <ul style="list-style-type: none"> <li>● Explain the procedure: give more details, answer the 1<sup>st</sup> questions, give advice, etc</li> <li>● Allow applicants to see and meet contact person: the contact person is the key contact between the Secretariat of the Network and their institution. They are in charge of informing applicants, spreading application forms in their institution for the mobility project, etc.</li> </ul>
16 December 2024	<b>2<sup>nd</sup> WEBINAR</b> only for <b>APPLICANTS</b> Questions/answers session. <u>We ask applicants to prepare and keep their questions for the webinars.</u> All questions will be answered during the webinar as they can also help other applicants and vice versa.
<b>FROM 06 to 10 JANUARY</b>	<b>SENDING</b> the filled application form to the Secretariat at: <a href="mailto:mobilitygrants@outlook.com">mobilitygrants@outlook.com</a> <u>All the applications must be sent during this WEEK</u>
From 13 January to 14 February 2025	<b>EXAMINATION</b> of the applications by the Host Institution in order to validate or not the request. The answer (positive or negative) will <u>be given to the secretariat</u>
February / March	<b>EVALUATION</b> of the eligible application by the steering committee (By eligible application we mean the applications accepted by the requested host institutions and so submitted to the steering committee) Applicants whose application has not been validated by the requested host institution (negative response or no response) will be informed by email
Mid-March	<b>COMMUNICATION</b> of the final results by the Secretariat (by email). The first bank transfer (pre-financing) to the winners will be done within 30 days after the publication of the results.
<b>YOU CAN GO ON YOUR EXCHANGE</b> From mid-March to December	
15 December 2025	<b>DEADLINE</b> for sending the <b>FINANCIAL BREAKDOWN</b> for the final payment

## 2/ MAIN STEPS DETAILED INFORMATION

### ■ HOW TO SHAPE MY PROJECT



A mobility generally **responds to a need of learning** or a question to be solved within the institution, which could be answered by learning from institutions that are experienced in the requested field. You can find examples of the successful experiences of the past editions [here](#). Each applicant is invited to clearly define his/her needs, challenges, questions in their daily professional life and do their research in order to find the most suitable host institution.

Start to consider the period when you would like to do your exchange in order to let the host institution examine your request in the best way. Moreover, do not forget to check internally with your HR/ manager if you are allowed to leave (you will need this authorization for your application). In case the applicant knows a person in the host institution, the applicant is free to contact them to have more information or in-depth knowledge of the structure, build a project, etc. If needed, you can ask the contact persons of the Network to check the feasibility of the exchange.

**WARNING:** Please note that the contact persons are volunteers. You can contact them for advice if necessary but please do so in a rational and reasoned manner. So following abuses, please remind to :



- Make in-depth research before contacting an institution
- Do not contact several royal residences at the same time and multiply emails. Do not forget that each request asks time and work from volunteers, in addition to their usual workload
- In your email, do not forget to present yourself, to explain your mobility project and to clearly ask your questions. The contact persons have different profiles and can receive several mobility requests. You have to convince them to accept your request

Please note that you are allowed to submit only one application

### ■ HOW TO FILL IN THE APPLICATION FORM

The application form aims to present the mobility project to your requested host institution. If accepted, the same form will be sent also to the steering committee. This is why is very important to give as much detail as you can about your current position and skills, the aims of the mobility, the objectives to be reached, etc. If you already have a direct contact do not forget to mention it in the form. The application form must be filled in English, independently of the working language. Be careful to:



- fill the document of the **call in progress** that you can download from the website [here](#) )
- respect all the criteria (both minimum and maximum number of words, language, etc.). The steering committee is authorized to refuse to evaluate applications that do not respect the criteria.

TO NOTE: Due to a high number of applications, applicants are asked to carefully read all the documents (FAQ, guidelines etc.). In fact, the majority of the questions have been already raised during previous editions and the answers are in the documents to avoid emailing the Secretariat. Please do not forget to rely on your contact person or ask your colleague who already participated in the program in the last editions, etc. Remember that is very important to respect both the minimum and maximum length of each question and to highlight also how the hosting institution should benefit from your stay.

Also, do not forget to **attend the webinars** to clear up anything.



Please note that the **link** to participate on zoom will be sent to your contact person that is responsible for forward it inside your institution.

If, for any reason, you do not have the link, please write an email to [mobilitygrants@outlook.com](mailto:mobilitygrants@outlook.com). You will receive the link to connect ONE day before the event.

#### ■ HOW TO SEND THE APPLICATION FORM

The applicants (or the contact person) have to send their application forms totally completed to [mobilitygrants@outlook.com](mailto:mobilitygrants@outlook.com) **only during the WEEK indicated in the calendar** (even if your application is completed before).



Please note that your application is officially registered only when you receive a **confirmation email** from the Secretariat of the Network of European Royal Residences. If you do not receive a confirmation email after 3-4 days, please contact the Secretariat.

The Secretariat will collect all the applications and forward them to each potential institution (to the director and the contact person that are in charge to check if they can accept them).

#### ■ HOW TO CHECK THE RESULTS



All the eligible applications will be sent to the Steering committee for the final evaluation. By eligible application we mean an application accepted by the requested host institution. More information on point 4: "SELECTION PROCEDURE". The results (negative and positive) will be communicated **to each applicant via email** by the Secretariat. Later, the results will be also available on the website of the Network of European Royal Residences. Short descriptions of each granted project (internship) will also be published on the basis of a report submitted by the grantee (description of goals and results).



**For successful applicants**, an email with all the necessary information regarding the realization of the mobility and the reports to send will be sent following the results. The first bank transfer (pre-financing) to recipients will be made within 30 days after the publication of the results.

**IMPORTANT:** The contact person plays a key role in the relationships between the Network and its member institutions, therefore each applicant must keep their institution's contact updated throughout the application process, and if successful, before and after the mobility.

#### ■ DURING YOUR STAY



A **certificate of attendance** (provided by the Secretariat) will be required and must be signed by the grantee and the host institution. During the stay, please remember to take pictures that will enrich your final report and to keep your receipts for eligible expenses.

The Network of European Royal Residences is not responsible for any conflicts or logistical problems that may occur during the mobility period.

#### ■ AFTER YOUR STAY

Prepare the documents to be provided to the Secretariat **within 1 month after returning** from your mobility period:

1. Certificate of attendance
2. Final Report, including pictures
3. Financial Breakdown, with **copies of receipts** in your name (accommodation, international and local transportation costs, etc.)

Once all documents and receipts have been submitted, a **mobility certificate** will be issued by the Network of European Royal Residences to each participant. Please note that your financial breakdown must be sent at the latest on **December 15** in order to receive the final payment.

#### TO NOTE:

**The final report** is the real testimony of your mobility and is very useful to evaluate the benefits of the program. Moreover, be sure to have the necessary authorization for the pictures as they will be published on social media and shared with the public. Please note that if the criteria (format, number of words, etc.) of the final report are not respected, the final payment will not be transferred to the recipient. Moreover, please note that your report will be presented to all the members of the Network Each recipient shall **share feedback about their internship within their institution** (team, colleagues, manager, contact person etc.). This program aims to share knowledge, experiences, etc. Each recipient shall answer to surveys that the Network could send after mobility which allows us to analyze and to constantly improve the Mobility Grants program.

## FAQ

### 2025- 8<sup>TH</sup> CALL

*Can I apply for a mobility grant for an institution which is not part of the Network?*

No, you cannot. The mobility Grants program has been developed specifically for the network members (a list of all members is available on the website [www.europearoyalresidences.eu](http://www.europearoyalresidences.eu))

In case a member cannot participate please note that the information will be published online, on the webpage [dedicated to the call-in progress](#).

*Can I apply for several institutions?*

No, you cannot. You are allowed to submit only one application by call, which is addressed to only one host institution. Applications addressed to several institutions, even from the same country, will be automatically refused.

*I personally know a colleague working in a member institution who is not the contact person. Can I contact him/her directly?*

Yes, you can contact someone directly to ask some information and details in order to help you to fill the application form, know more about the structure, check that the institution is interesting for you, etc. If so, we advise you to indicate in your application form.

*Is mandatory to make the mobility exchange in the same department as mine?*

No, it is not mandatory, but please keep in mind that the aim of the mobility program is to improve your skills and to share good practices between colleagues in the same field. Consequently, you should do your mobility exchange in the same department. However, if your department does not exist in the "host" institution, you need to find the equivalent department.

*If I have been selected once, can I apply again for another project and/or another residence?*

Yes, you can. There is no limitation in submitting your application. However, please note that during the selection procedure, priority will be given to applications being submitted for the first time.

*If I am not selected, can I try again another time?*

Yes, you can. You are allowed to submit your application again if you have not been successful.

*If I am not selected, can I know the reasons and my score?*

Yes, you can send an email to the Secretariat to ask for more information. A copy of your evaluation can be made available.

*What happens if I have to change my dates?*

Dates of the mobility must be fixed between the winner and the host institution. Any changes in date must be submitted to the approval of both the sending institution and the host institution. The Secretariat must be informed of any changes. In any event, you must realize your mobility before the end of the year in progress.

*What happens if I have to cancel my mobility exchange?*

If you have to cancel your stay and you cannot reschedule within the mobility period indicated in the guidelines, you will have to reimburse the mobility grant in its totality to the Secretariat of the Network.

*If I have an accident during my mobility period or/and I have to be repatriated, who will be in charge of the cost?*

As indicated in the guidelines, "The Network of European Royal Residences is not responsible for conflicts or logistical problems that the applicant may have during the mobility period." Before leaving, you have to check that you are correctly insured. You can include specific insurance in your expenses, it is considered as an eligible cost.

*Can I extend the duration of the mobility exchange, for example if the project is not completed?*

Yes, but only if both institutions (the "sending" and host institution) agree on that extension and if you respect the "mobility period" indicated in the guidelines, you can extend the duration of your mobility exchange. Please note that any changes must be communicated to the Secretariat and that the amount of the Grant will not change.

*What documents do I need during my stay?*

The only document you need to bring with you is the certificate of attendance that the Secretariat sends to you before your departure. The certificate of attendance must be signed by the host institution.

*What is required for the final report and financial breakdown?*

Final Reports and Financial Breakdowns of the last edition are available on the website. Please note that these documents may be modified / updated for the current call for the Mobility Grants Program.

- The Final Report aim is to improve the process and get some feedback on your mobility experience. It is composed of a written report and questions concerning the application process as well as your internship in your host institution. Please note that photos are also requested in order to illustrate your mobility exchange.
- The Financial Breakdown (Excel document) lists all your expenses. Scanned versions of your receipts are also requested (accommodation, international and local transportation costs, etc.). Please ask for a receipt in your own name (not your institution) when possible.

*I do not want my name and/or my project to appear on the website; what can I do?*

Please note that by signing the application form you agree that your name, photos, and testimony will appear on the website of the Network of European Royal Residences.

*Why do I have to take pictures? What sort of pictures should they be?*

Any pictures will be used to promote the Network and this specific program on the different media of the Network. Your photos should illustrate the activities and projects undertaken during your mobility period (not only "institutional" pictures of the palaces) and be of good quality. For image rights, please ensure that all individuals visible on your pictures have agreed to be shown on the Network's media and that you respect the image rights of your host institution (security, back-office, policy of the institution regarding pictures sharing, etc.)

# LIST OF CONTACT PERSONS 2025- 8<sup>TH</sup> CALL

This list aims to :

- help the applicants to **identify their contact persons** in their own institution in order to ask them question if necessary.
- helps contact persons to exchange **between them**, if some applicants need an introduction or have questions.

For remind, contact persons are volunteers, it means that all work for the Mobility Grants Program is in addition to their work. Please refer to section 2 "DETAILED APPLICATION PROCEDURE", page 10 of the guidelines to read the rules to respect before to get in touch with contact persons.

- ! This list is only dedicated to the Mobility Grants Program. You can spread this list internally in the frame of this program but not for other purposes or externally.

## Palace of Schönbrunn, Austria

Christina SCHINDLER, Product Manager [schindler@schoenbrunn-group.com](mailto:schindler@schoenbrunn-group.com)

Marlene STEINBACHER-HAAS, HR, [steinbacher-haas@schoenbrunn-group.com](mailto:steinbacher-haas@schoenbrunn-group.com)

## Palace of Eggenberg, Austria

Paul SCHUSTER, Director, [paul.schuster@museum-joanneum.at](mailto:paul.schuster@museum-joanneum.at)

## Palace of Coudenberg, Belgium

Not participating in the 2025 edition

## The Royal Danish Collection, Denmark

Nanna EBERT, Head of Communications, [ne@kosa.dk](mailto:ne@kosa.dk)

## The Agency for Culture and Palaces, Denmark

Karsten DAUBJERG OLESEN, Leader of architect, [kdo@slks.dk](mailto:kdo@slks.dk)

## Frederiksborg Slot - The Museum of National History, Denmark

Dorthe HEDEGAARD, Chief Secretary, [dh@dnm.dk](mailto:dh@dnm.dk)

## Prussian Palaces and Gardens of Berlin-Brandenburg, Germany

Gabriele HORN, General Direction / Head of Protection and Preservation

[denkmalschutzbehoerde@spsg.de](mailto:denkmalschutzbehoerde@spsg.de)

## Kulturstiftung Dessau-Wörlitz, Germany

Julia CAHNBLEY, World Heritage Centre & International Agendas, [julia.cahnbley@gartenreich.de](mailto:julia.cahnbley@gartenreich.de)

**State Palaces, Castles and Gardens of Saxony, Germany**

Dirk WELICH, Head of Museum Affairs, [dirk.welich@schloesserland-sachsen.de](mailto:dirk.welich@schloesserland-sachsen.de)

**Patrimonio Nacional, Spain**

Karina MAROTTA PERAMOS, Technical advisor, President's cabinet,  
[karina.marotta@patrimonionacional.es](mailto:karina.marotta@patrimonionacional.es)

**Alhambra and Generalife, Spain**

No data provided

**Palace of Versailles, France**

Hélène LEGRAND, Secretariat of the Network of European Royal Residences,  
[helene.legrand@chateauversailles.fr](mailto:helene.legrand@chateauversailles.fr)  
and from 21/10/24 [helene.legrand@externe.chateauversailles.fr](mailto:helene.legrand@externe.chateauversailles.fr)

**Château of Chambord, France**

Catherine CHONIER, Head of Cabinet, [catherine.chonier@chambord.org](mailto:catherine.chonier@chambord.org)

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