

LIA Leipzig International Art programme – Philosophy & Principles –

LIA is a residency programme for international artists. We cherish cultural and artistic exchange within the local and an international artist community, and cherish respect of any kind of nationality, religion and personal gender definition. In order to enable you to participate in our programme, we wish the artists to stay in LIA mainly during the residency period, besides smaller excursions and travels. We want to introduce you to the Leipzig cultural and art scene and its artists. Therefore we provide a monthly programme of art critics and artist studio visits as well as a large furnished studio space to work and live in. We also assist with visa issues if required. We would like to encourage artists to use the unique and dynamic place of the Spinnerei and its surroundings and to create works on site and get in exchange, rather than to bring works. We are not a gallery space, neither we feel responsible to find the artists a gallery in Leipzig nor an exhibition space other than LIA. However we regularly curate exhibitions with the artworks done on site in LIA and thus provide a visible and vivid platform for our residents locally and sometimes also abroad. We would like to encourage you to work closely together with us and also to create the programme with us. Tell us what your needs are.

Please read through the following paragraphs thoroughly in order to understand our residency's principles, house rules and working routines and to act accordingly.

Leipzig, March 2020

Sincerely yours,

Anna-Louise Rolland (Programme Director),

Laura Bierau (Programme Coordinator) and Marina Diaz (Assistent)

I.) Before Arriving

1. When you are accepted to the LIA programme and a studio period has been assigned you will receive a **recommendation letter** to apply for funding and a reservation fee invoice which has to be payed within the next four weeks in order to keep your assigned studio period in our booking system. By paying the reservation fee you agree to our terms and conditions of the LIA entristment contract given on our web-site.
2. The **final amount** of the residency stay is due four weeks before your residency starts, so you have enough time to get funding. When checking in please provide the receipt of payment.
3. Please note there is a **cancellation** period of the contract of three months. It has to be done in written form. The reservation fee is not refundable.
4. A **travel health insurance** is usually officially requested for entering the Schengen area. Citizens of the European Union with their own national health insurance are accepted at German doctors and hospitals and in this case they don't need an additional travel health insurance. It is recommended that you have a **liability insurance** while staying in Germany.
5. You will receive a welcome e-mail with all the information about your arrival and how to get to the Spinnerei. **Arrival times** have to be coordinated with Laura Bierau, LIA programme coordinator: laura.bierau@liap.eu. Please note that arrivals on Saturdays and Sundays, during national holidays or besides the office hours are not possible!
6. Please understand that the **LIA facilities** are situated in an original industry architecture and do not provide the best cleanliness standards, for example regarding dust, please consider this in case of allergies or or other diseases. LIA is not reliable for any health damage. The LIA studios are for living and working at the same time and thus they are furnished in a rather practical, basic way. The floor is still the original industrial floor surface. The facilities are not kids-proof in every way. Usually, the kitchen and the bathroom are both commonly shared by several persons. There are five artists living in LIA at the same time, each artist in an own studio, mainly situated next door to each other, connected through a big mainhall that can be used by all artists.

II.) Your Arrival

1. By arrival, you will receive the LIA **entrustment contract** for joint signing, a travel itinerary as well as first information to help you with orientation in Leipzig.
2. You have to pay a **key and studio deposit of 100 €**: 60 € for the keys and 40 € for the room. You'll receive a receipt for the payment. The deposit has to be payed by arrival and will be returned upon departure if the studio has been returned in the same condition as it had been taken, tidy and cleaned and if all keys are given back to LIA. In case of damage of the interior or furniture, of loss of the keys or of an unsatisfying studio room condition, LIA can subtract a reasonable part of the money from the deposit and will endorse this on the receipt for the artist.
3. A photograph of **your studio** will be taken by arrival. We ask you to leave the studio by departure as you found it. A studio appointment for the check-out with Laura Bierau or Marina Diaz has to be scheduled ahead of your departure during their office hours. If you cannot handle the final studio-cleaning yourself we can help you to organise a cleaner. The payment of a cleaner would have to be subtracted from the desposit and in this case not been paid back.
4. You will receive a guided tour at the Spinnerei area (by Laura Bierau) and a city guided tour (by Laura or assistent Marina Diaz) during the first weeks of your residency stay. Please tell us, if there are any questions or special needs and interests we should respect or inform you about.
5. The **kitchen** is shared commonly by all LIA artists. It has to be cleaned once a week by the artists, sharing the duty in a rotation principle, with one artist after another cleaning, one each week. The washing machine is in the kitchen and is free of charge.
6. The shower room and the two separate toilet cabins are each to be locked. They are shared by all LIA residents. The **bathroom** facilitiy is cleaned once a week by an external cleaner.
7. There is free W-Lan **internet** in LIA. You have to respect our internet usage principles, according to the LIA entrustment contract.
8. We provide bed sheets, towels and linen. They have to be removed and washed by departure.
9. Important when you leave or enter the LIA space always make sure the main **doors** are locked. LIA is not reliable for any losses or stolen items.

III). Coordination of the Programme:

1. **Laura Bierau** is the official programme coordinator and direct contact for you in LIA. Her phone number is 0176 7040 9885, her email address is laura.bierau@liap.eu. Her **office hours are Monday to Thursday, 10am to 4pm**. Within these hours you can always call her and she will also answer your e-mails retrospectively. Calls and text messages in case of an emergency can also be made after these hours. Please acknowledge Laura's office hours and respect German weekends and holidays.
25 working days a year she receives her legal vacation according to German law. During those occasions there will be other assistance in LIA for all requests and the programme execution. Holidays will be announced in your monthly programme. Additionally, Laura is allowed to compensatsate overtime with free-time and therefore take a day off besides holidays and vacation. In this case, you'll be informed beforehand.
2. **Marina Diaz** is the programme coordinator's assistant. Her email address is assistant@liap.eu. Her office hours differ from week to week but she is mainly available Tuesday to Thursday between 11am and 4pm. You can contact her any time by email if you need assistance and she will get back to you asap.
3. Laura is present in LIA at least once a week for **round table meetings** or the other programme. Please use these occasions to express requests, wishes and problems so we can help you.

4. Besides the round table meetings, also **personal meetings** can be arranged with the care taker or the assistant to work on personal issues or other requests on a one to one basis. It would be recommendable to schedule personal appointments at least two days ahead so they can arrange a time table which will work for all artists requests as well as for her office work. We would like to remind you to use these meetings also to express critique so we can solve problems on site. If you do not express your wishes or thoughts during these meetings, we can not work on them! Better tell us immediately and we will work on a solution asap.

IV.) Programme:

1. Our monthly programme and important information is always posted on the kitchen door and send to you via email. Laura invites **guest critics** and asks Leipzig artists for **studio visits** and she gives tips for interesting **cultural and art events**. Laura and Marina are not responsible to join you to those recommended events as most of them happen during their free time. You are welcome with your ideas and wishes regarding the programme. We try to make it possible!
2. Depending on your **commuication preferences**, you will receive e-mails, facebook-invites or messages on facebook, instagram and/or whatsapp with information on short notice, as many events are promoted very late and often only online.
3. **PR** is done by Laura and Marina. For our online and print publications please send them your artist information (website, CV, work samples), a portrait photo of you, the name and logo of your sponsors to be named. The PR is a time consuming part of the programme which requires quietness. That's why this work is done mainly during those working days and working hours when Laura and Marina are not physically present in LIA, but in home office. The PR covers: website presentation, social media PR, newsletter, press releases, invitation cards, documentation (archive, photo book, annual report)
4. Our **newsletter** addresses around 2500 contacts. You will always be involved in the PR before it is published to give your approval, either during the LIA round table meetings or by email communication. Please use the meetings to always update and also provide them with the needed information. We cannot promote what we do not receive or alter what we have not been told.
5. Laura is regularly informed by the Spinnerei PR-office about guided tours for local and international guests and sometimes also journalists at the Spinnerei who are interested in visiting LIA. Besides that, Laura receives requests of **external visitors** and gives guided tours for them. This happens often spontaneously or can be announced on short notice only. Please understand that people often have little time on the tour, so often only 1 or 2 LIA studios may be shown each time. Laura will inform about those visits asap. Please post a note on your door those days when you do not want to be presented or show your studio.
6. We guarantee one guest crit each month to come into your studio. This can be in a group talk or in a one-to-one talk, mainly depending on the critic's preference. Please note Leipzig is a small town and provides only a limited access to meet curators as they are mostly attached to public or private institutions, operating on their own agenda and programme planning. The **Spinnerei GalleryTours** will offer you a greater visibility and the opportunity being part of a German wide platform of young art to meet gallery owners and curators from outside of Leipzig as well.
7. One curatorial and art critical visit by **Anna-Louise Rolland** is guaranteed per month, this does also include the curatorial consultation during exhibitions at gallery tours or other LIA events. Anna-Louise Rolland operates LIA in Berlin and represents the programme in international foundations and institutions on a networking basis. She regularly visits embassies and links those with the programme. She takes care of all financial processes of LIA, the book keeping, artist studio scheduling as well as exhibition participation.
8. LIA guarantees one group exhibition to each resident, participation in several events is possible.
9. LIA is neither responsible for finding you a gallery nor connecting you with collectors!

V.) Artist Support:

1. Laura and Marina can help you with **visa papers** and accompany you to the visa office. Please note there are several visa inquiries necessary for the application process. Please inform yourself online about required proofs and papers beforehand, like on the website of your embassy.
2. Please note we can only help with the visa regarding the time period when you actively occupy a studio in LIA not beyond.
3. In case you need a **medical treatment**, we help to find the right doctor. There are doctors with different language skills available such as English, Arabic or Russian.
4. Laura and Marina can help also with logistical questions: train schedules etc. Please note, they are not reliable of buying you tickets or taking responsibility of your purchase. The purchase has to be done by you. They only assist and help, giving advices.
5. Laura and Marina can help you with **shipments**. Please note, they are not reliable of the shipments, they only help with logistics, make calls and appointments for the pick up. You have to pack your works and pay the shipments yourself.

VI.) Artists Responsibilities:

1. Please inform the programme coordinator Laura Bierau about your **absence** in LIA during your travels so she can take this into consideration for the programme planning, like for appointments of guest crits or studio visits. If you don't inform her in time, you might miss those events.
2. Sanitary and cleaning products (such as toilet paper) and other necessary **household** goods or kitchen tools you may need for common use, will be bought by Laura or Marina. You can also buy it yourself and you will be reimbursed by LIA by handing over the respective receipt. We ask you to buy products for moderate, reasonable prices only.
3. There is a weekly **cleaning** plan for the kitchen and the trash, based on a rotation principle for the benefit of all, please hold on to it. The bathroom is cleaned weekly by an external cleaner.
4. You are allowed to temporarily have **private visitors** (family members, partners, friends). The visitors must sleep in your studio only, not in any other (commonly shared) space of LIA. The presence of the visitors has to be agreed with the care taker and the other residents in LIA beforehand as of fairness towards all other tenants. The max. duration of the stay of the visitors is limited up to seven days a month. The guest is liable for the visitor's actions, especially the own children's actions or damages caused by the visitors and/or children!
5. If you want to stay together with another person in the studio during a longer period, this has to be agreed with the programme director Anna-Louise Rolland as well as with Laura Bierau before the residency starts or, in an emergency situation, asap in order to discuss further proceeding. In case of a **long-term or permanent visitor** in the studio, an extra fee of 10,- € per day will be charged for rent and side costs. The stay of own children at LIA is free of charge, but has to be agreed and planned with the programme director Anna-Louise Rolland beforehand.
6. It is fully the decision of the artist to **sell own artworks**. No artist has to sell in LIA. If the artist decides to sell artworks in LIA, 20 % has to be added to the sales price which should be deducted after the sale and given LIA to support the art and cultural program. If you need help to proceed the sale in Germany or need advice for shipping we assist. Please note, in Germany there is VAT of 19% to be paid on top of the sales price.
7. We ask you to please leave the heater at a maximum of "2,5" during the heating period when you are in your studio. We ask you to turn off the heating completely (on the "star" sign) when you are absent two days or more. When opening the window, you should turn off your heating until the window is closed again. Please always switch out the lights when you are leaving your studio or if no one is in the main hall, especially at night. Many thanks. **Safe energy!** The environment will thank it to you too :)

IMPORTANT INFORMATION & USEFUL CONTACTS

WLAN: LIA Network
Password: H1802LIA

Postal Address: >>*your name*<<
c/o LIA Leipzig International Art Programme
Spinnereistraße 7
04179 Leipzig
Germany

LIA online: www.liap.eu
www.instagram.com/liaporgramme
www.facebook.com/LIAprogramme

Useful Contacts:

Anna-Louise Rolland (director): +49 176 2187 9295
anna@liap.eu / artists@liap.eu

Laura Bierau (coordinator): +49 176 7040 9885
laura.bierau@liap.eu

Marina Diaz Molina (assistent): +49 151 1002 6186
assistent@liap.eu

Spinnerei administration & post office: Mo-Thu, 9am-6pm, Fr 9am-5pm
Mo-Thu, 12-2pm lunch break
Spinnerei administration: +49 341 4980 200

archiv massiv INFO opening hours: Tue-Sat, 11am to 6pm
archiv massiv INFO / Michael Ludwig: +49 341 4980 222

Technical support (German) / Michael Weiser: +49 152 317 5151 0

Rescue Service (Ambulance / Fire Station): 112

Police: 110