

# THE PLACE OF ENGAGEMENT



## Applicant guide

The application for CFA'25 consists of two parts: a video response, and the application form.

### Video

As part of your application, please submit a short video no longer than one minute, reflecting on the following question:

### *How does place shape (your) engagement practice?*

You can answer this question in any way that suits you, for example by:

- Telling a story about the importance of a specific place in an engagement activity you led or attended, and why it made a difference;
- Reflecting on the social, cultural, historical, or emotional aspects of places, and how they matter when you connect with publics about your research;
- Sharing an example of barriers to engagement you have encountered, and how they could be addressed
- Commenting on an article or publication about a place that you have seen, and how this has influenced your thinking.

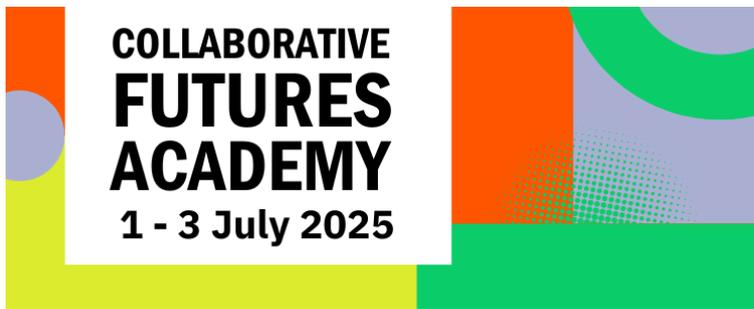
### Notes on how to record and upload the video:

Set-up: This is up to you. Feel free to be creative, but a talking head straight to the camera on a mobile phone or computer is absolutely fine. It helps if there is no direct or strong light source behind you, and there are no loud noises in the background that interfere with the audio.

Upload: Please name your video file "CFA25 \_Surname" (e.g. CFA24\_Smith) after recording. We ask you to use WeTransfer to share the video with us, using the following steps.

- Go to WeTransfer: <https://wetransfer.com/>
- Use the upload box to select your file
- Use [berlinschooltraining@mfn.berlin](mailto:berlinschooltraining@mfn.berlin) as recipient address, and enter your email as sender
- Enter "CFA25 \_Surname" (e.g. CFA24\_Smith) as title
- Click the 3 little dots at the bottom, and change the expiry time from 3 to 7 days.
- Click Transfer

For more detailed instructions with screenshots, please see the walkthrough at the end of this guide. Please make sure you keep a copy of your video on your device, in case there are any problems and the file needs to be resent. If you have any problems, get in touch – we can help.



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## Alternative Formats

If you have difficulties with recording video or prefer another medium, you are welcome to respond to the question in an alternative format. These can include:

- A one minute voice recording
- A 250 word written reflection
- Other creative expressions (such as art or music)

Please name and upload the file as described above.

## Application Form

Applications are submitted via [this application form link](#). It should not take too long to complete. Please note that there are two longer form (100 word) questions. We would advise you to draft your responses in a word editor and then copy them over.

## Applicant Commitment

Please read the applicant commitment on the website to understand what we ask of you as an Academy participant. You are asked to agree to the commitment in the application.

## Data use

All data submitted via the application form and WeTransfer is used solely for the purpose of recruitment for the Collaborative Futures Academy 2025, and for internal monitoring and programme development. It is stored securely and shared and reviewed exclusively by members of the programme committee.

## Key Dates

The deadline for applications is **Tuesday 15 April 2025 (23:59 UTC)**. Successful applicants will be notified by **Wednesday 7 May 2025**.

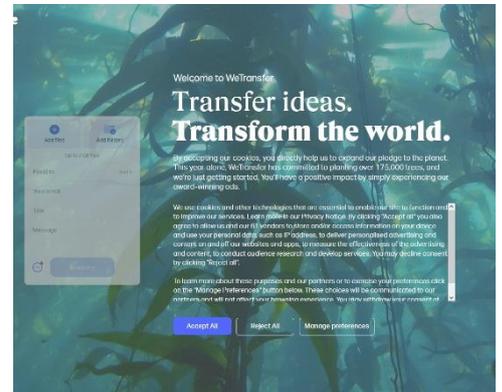
## Questions and Support

If you have any further questions about the application process or need any support, please get in touch with [BerlinSchoolTraining@mfn.berlin](mailto:BerlinSchoolTraining@mfn.berlin). We are happy to help.

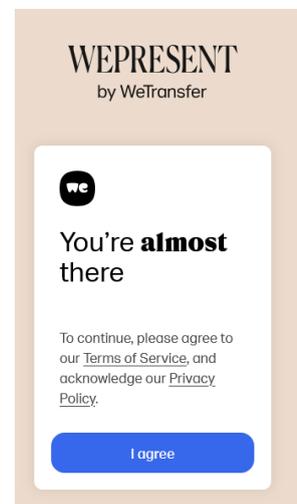
## Submitting your video on We Transfer

1) Go to <https://wetransfer.com/>

2) If you have not used this page before, you will first see a screen asking you to set your cookie preferences (you can reject all cookies if you prefer).

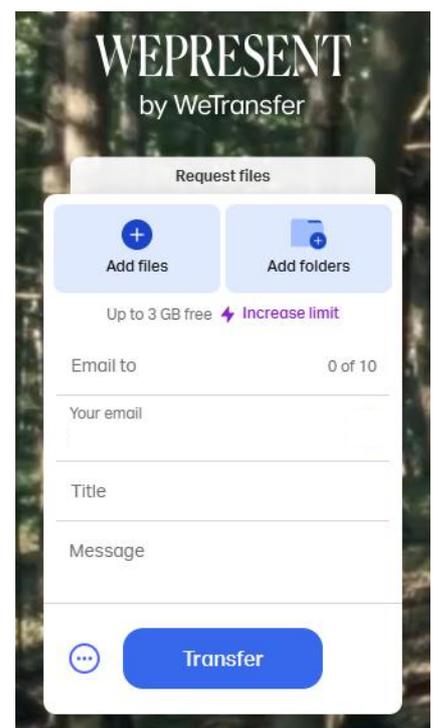


3) Then it asks you to accept the term of service. Please agree.



4) Now you can add your file in the box on the left.

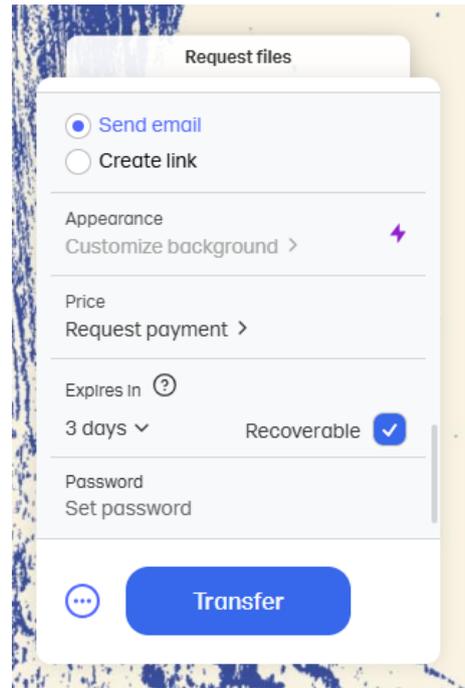
- Click on add files
- In "Email to" add [berlinschooltraining@mf.n.berlin](mailto:berlinschooltraining@mf.n.berlin)
- Your email: add your email address
- Title: label your transfer as "CFA 2025\_Your Name"
- You can add a message if there is anything you need to tell us.
- Go to the three dots at the bottom.



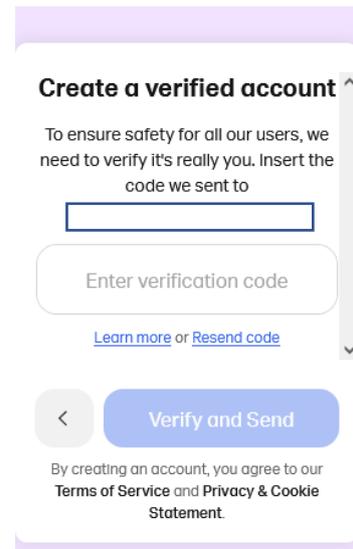
5) In the options that open up, make sure the first section is set to "Send Email"

6) In the expiry setting, click on the small arrow and change this setting to 7 days

7) Click on Transfer



8) You will then get a window asking you to verify your email address with a code. Check the email address you entered before and enter the verification code.



9) Done! We will now receive an email and can download your application video



**You're done!**  
Email sent - the transfer is valid for 3 days. [See what's inside](#)

[Send another?](#)

If you encounter any difficulties, please contact us at [berlinschooltraining@mfn.berlin](mailto:berlinschooltraining@mfn.berlin).