

## Key information on contract

Every contract and convention is made of essential sections and negotiable content. How do you draft a contract that will protect you and your work?

<p><i>Phase</i></p> <p>Pre-Production</p> <p><i>Subject</i></p> <p>Legal and administrative matters</p> <p><i>Target groups</i></p> <p>Artists, Creative and Cultural Professions</p> <p><i>Sectors</i></p> <p>for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts</p> <p><i>Level of experience</i></p> <p>for all levels, Beginners, Intermediary, Experienced</p> <p><i>Prerequisites</i></p> <p>None</p> <p><i>Comments</i></p> <p>This training doesn't cover copyrights and neighbouring rights or encoding SMart contracts. To deepen these subjects, we invite you to follow a cost-free info session. If you're a photographer, you can also follow the training "Photography - copyrights and image rights"</p> <p><i>Description</i></p> <p>This training presents the elements that should be included in creative professionals' contracts</p> <p><i>Content</i></p> <ul style="list-style-type: none"> <li>» What is a contract/an agreement?</li> <li>» What are the essential categories that need to appear in a contract?</li> <li>» What are the important questions that needs to be asked when writing a contract or reading one?</li> </ul>	<p><i>Method</i></p> <p>Active methodology, putting the accent on the participants' inputs and giving them the possibility to exchange among peers. Presentation by the trainer as an expert of that field.</p> <p><i>Objectives</i></p> <ul style="list-style-type: none"> <li>» Know the basic rules to write a contract/an agreement</li> <li>» Be able to valorize your own rights while writing a contract</li> </ul> <p><i>Results</i></p> <ul style="list-style-type: none"> <li>» To be more at ease when negotiating or receiving a contract</li> </ul> <p><i>Resources</i></p> <ul style="list-style-type: none"> <li>» Training script</li> <li>» Basic equipment (computer, video projector, flipchart, wifi)</li> </ul> <p><i>Evaluations</i></p> <p>Questionnaire to be filled out by the participants (paper and online versions exist)</p> <p><i>Support material</i></p> <p>Documents and infosheets distributed to the participants</p> <p><i>Other related recommended resources</i></p> <ul style="list-style-type: none"> <li>» The infosheet "Key information on contract"</li> <li>» evaluations available</li> </ul> <p><i>Duration</i></p> <p>8 h</p> <p><i>Participants</i></p> <p>up to 12</p> <p><i>Course language(s)</i></p> <p>Français, English</p>	<p><i>Past track experience</i></p> <p>since 2006</p> <p><i>Trainer</i></p> <p>Vanessa Wathieu</p> <p><i>Organisation</i></p> <p>SMartBE</p> <p><i>Contact</i></p> <p>Sophie Ypersiel</p> <p><i>Tested</i></p> <p>under the project Routes to Employment</p>
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