

**ADC\*E** Education



**Call for Participants**

**April 2025**  
[www.adceurope.org](http://www.adceurope.org)

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## Overview

Agency Exchange is an educational programme promoted by ADCE in collaboration with all creative local clubs members of its network. It matches creatives and agencies/studios that are willing to share their knowledge and learn from different working methods and cultures.

Not only it is a fantastic way for creatives to develop their professional skills while working abroad without quitting their job, but it also allows agencies to benefit from hosting a wide range of talents from other cultures, countries and backgrounds.

**This programme is looking for professionals interested in having an experience working abroad for a few weeks and their agencies to host creatives from all over Europe.**

IMPORTANT: The agency that sends a creative is committed to host and “tutor” another creative and be responsible for this one who will benefit the most of the experience (at a professional and personal level).

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## Eligibility & Requirements

- Mid-level professionals with 2 to 5 years experience currently working in an agency or studio.
- Open to all European creatives, members or non-members of ADCE.
- When applying the agency/studio profile and the job/project the exchanger must be well defined.
- English must be the common language in the hosting team during the exchange period.

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## Conditions

- Exchange duration: 3 to 6 weeks.
- Exchangers should maintain their salary from their agency/studio.
- The agencies should cover the insurance of the worker abroad.
- Host agencies and studios will help to provide accommodation during the exchange (apartment, or as a co-mate with other creatives from the agency, or other options agreed). **The hosting agencies are responsible for covering the accommodation costs.**
- All travel expenses should be covered by the exchanger or his/her agency or studio.
- Commit to the proposed Host Guidelines (info on page 4).
- Participation fee:
  - Free (0€) participation for ADCE members: If you're a member of any of the [23 ADCE Member Clubs](#), you can become an ADCE member for free. If you are not a member yet, [sign up now](#).
  - Non ADCE members: 500€ fee

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## Procedure once entries are open

1. Internal agreement between the creative and its agency/studio, to participate in the programme.
2. The agency/creative to [fill in the application form](#). Any questions can be forwarded to the [ADCE office](#).
3. Call for applicants closes the 21st of May.
4. ADCE contacts all participants with the information about every agency/studio and job/project that are available for the applicants.

5. Every applicant selects 3 jobs/agencies in order of their preference.
6. ADCE does the match taking in consideration the applicant's priorities, ensuring the final selection will be among the 3 priorly selected options
7. Once everything is agreed upon and organised, it's time for the exchange. Enjoy and make the best of it!

**ADCE does the match but the agreement is between both host/sender agencies and studios.**

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### **Application Form**

- Upload your CV and portfolio.
- Deadline to send in the application is Wednesday 21st of May.
- Link to the [application form](#).

\* If you have any questions during the process, please contact [exchange@adceurope.org](mailto:exchange@adceurope.org)

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### **Calendar**

14/04 - 21/05: Open Call.

23/05 - 30/05: Preferences definition & match (by ADCE).

10/06: Announcement of exchangers.

**Disclaimer:** ADCE would not be responsible for any problem that might occur during the exchange. The agencies and professionals hold responsibility in case of any unexpected incidental circumstance.

# Host Guidelines

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## Overview

Assign 2 people “associated” with the exchanger, a Mentor and a Mate:

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## Mentor

- The mentor should be the manager/director of the department the creative will be joining, to help and supervise his/her creative work.
  - The mentor should contact the exchanger before his/her arrival to define work and goals for the duration of the exchange.
  - After these goals have been defined, the mentor should schedule the first week, and plan the creative’s tasks.
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## Mate

- The mate should be someone who will help and guide the exchanger in meeting people and feeling welcome in the company.
  - This person should show the exchanger around the workplace.
  - The mate should also encourage the exchanger to take part in extra work social activities with other workers, if any.
  - The mate should email the exchanger introducing themselves before the creative’s arrival.
  - If the exchange is not simultaneous, it would be great that the Mate is the creative of the hosting agency participating at the exchange programme.
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## First day on board

- The Mentor and the Mate should prepare a low-key welcome for the exchanger with the rest of the agency/studio staff on the first day (or at least the first morning).
- Ideally, they should spend the morning together to get to know the agency, the office, and its staff.