



Annex 3: Responsibilities of the Host University

1. The Host University should be able to:

- Offer a **meeting venue**: a plenary room that can comfortably accommodate the maximum number of target participants. If the programme foresees parallel discussion/breakout groups, 3-4 additional smaller rooms in the vicinity of the plenary room should be booked additionally. The seminar room shall have audio-visual equipment and be equipped with a projector, microphones, loudspeakers, computer. It shall have a wireless Internet connection available for participants;
- Pre-book **1-2 local hotels in a convenient distance (walking distance or a good public transportation connection) to the meeting venue** (3-4 star hotels) and provide the UNICA Secretariat with **booking information** (address, rates, booking forms and special booking codes if any). If there are no hotels in proximity to the venue, the Host University may be asked to arrange bus shuttles for participants. Hotel booking is to be done directly by the participants and the costs of accommodation are to be covered by participants themselves;
- Provide the UNICA Secretariat **with a practical guide for participants** (containing joining instructions and other useful information);
- Organise and cover the costs of **lunches, coffee breaks, and (one) dinner**; lunches can be served at the university restaurant or in the area close to the seminar venue (walking lunch/sandwich lunch);
- Make **practical arrangements at the venue** (including the preparation of posters indicating the venue and rooms and the organisation of a registration desk); student helpers might be engaged to support this task;
- Take care of preparing **name badges** for the participants and **name plates** for the speakers & chairs to be displayed on the conference table (UNICA Secretariat manages online registration and deliver the list of registered participants);
- Cover the printing costs of **meeting materials** (programme, reader, list of participants, practical information) and prepare conference folders for participants;
- **After the meeting**: Ensure the **collection of Power Point presentations from speakers as well as photos** of the Meeting.

2. In coordination with UNICA Secretariat and Programme Committee, the Host University is expected to:

- Participate actively in the content preparation of the **programme** and selection of speakers and chairs (together with the Secretariat and the Programme Committee);

3. General remarks

- **The Host University is expected not to charge UNICA for:** rental of meeting room and equipment, printing of meeting materials, as well as other services specified under point 1.
- Organising **social programme** activities for participants (guided city tours/walks, visits to museums) is not obligatory but is considered a nice gesture.
- **No registration/participation fee** for the representatives of UNICA member universities is foreseen: if needed, fees for the participation in the social programme (excursions, outings to museums, theatres ...) can be introduced, but should be indicated in the registration form.
- **Appropriate visibility** of the Host University is assured, namely: Host University logo, name, photos of the University, etc. is promoted in the event material (letter of invitation, announcement, programme, etc.) and through other UNICA communication channels (newsletter, website, social media). Host University publications can be included in the participants' conference bags and displayed during the meeting on stands, registration desks, etc.
- The Host University may turn to **sponsors**. Please note, however, that the involvement of sponsors should be discussed with the UNICA Secretariat.
- **UNICA Secretariat** takes care of communication & dissemination, inviting the participants, preparing the registration form, managing registrations, preparing and collecting the information for the meeting information package (programme, description of the event/reader).
- UNICA can cover travel (economy class) and accommodation expenses of **1-2 external speakers (coming from non-UNICA institutions)**.