



Guidelines for the preparation of UNICA Rectors Seminars

To provide opportunities to the Leaders of UNICA Member universities (Rectors/Presidents, Vice-Rectors/Vice-Presidents, etc.) to meet and discuss about strategic issues, **up to five different events will be organized each year:**

- three Rectors Seminars (February-March, May-June, September-October)
- one Rectors Seminar on the occasion of the General Assembly (November)
- one informal meeting (dinner or lunch or breakfast) on the occasion of the EUA Annual Conference (April).

To make sure that all events are successful, **the responsibilities of the organisation of these important events should be shared among the hosting institution(s), the UNICA President and Steering Committee, and the UNICA Secretariat** in the following way:

HOSTING INSTITUTION(S)

UNICA Members interested in organizing a Rectors Seminar (RS) should send an expression of interest to the UNICA President proposing a theme of high strategic interest and motivating well the initiative. They should be willing to take an **active role in designing the content of and developing the Seminar's programme**, in cooperation with the UNICA President and the UNICA Steering Committee (SC), including researching potential speakers. To ensure the quality of the programme, the Seminar shall be planned well in advance (at least 6-8 months before). The organisers will be in constant contact with the UNICA Secretariat in relationship to the Seminar content and materials.

UNICA President and Steering Committee

The RS proposal should be approved by the SC. UNICA President and one or more Members of the SC will be in contact with the leadership of the hosting Institution(s) to ensure that the event is taking place at the appropriate level. They will propose targeted invitations (possibly including requests for contributions in concrete areas and specific topics and questions to be addressed by the speakers).

UNICA Secretariat

The UNICA Secretariat will provide regular support to the hosting Institution(s) in relationship to the Seminar content and materials (call for presentations, programme, abstracts, registration, etc.). It will also secure the Seminar's follow-up (preparation of outcomes and recommendations, proceedings if applicable, etc.).



For more details regarding the **practical organisation of the Rectors Seminars and the tasks of the host institution and of the UNICA Secretariat**, please see the [UNICA Rectors Seminar Organisation Checklist](#).