



Network of Universities
from the Capitals of Europe

GUIDELINES FOR THE ORGANISATION OF UNICA IRO MEETINGS

General information:

- The number of participants is **between 45 and 60**;
- The **duration of the programme** is approx. 1,5 day (usually Tuesday-Wednesday)

Schedule:

Day 0 (optional): early registration and welcome reception in the evening

Day 1 - full day (09:00-16:30/17:00)

Day 2 - until lunch (09:00-14:00)

- **No registration/participation fee** for the UNICA members is requested: if needed, fees for the participation in the social programme (guided excursions, outings to museums, theatres...) can be introduced

The Host University should be able to:

- Offer a **meeting venue**: a plenary room that can comfortably accommodate 50-60 participants, and, if the programme foresees parallel discussion/breakout groups, 2 additional smaller breakout rooms (capacity of 15-20 people) in the vicinity of the plenary room should be booked additionally. The plenary room shall have audio-visual equipment and be equipped with a projector, microphones, computer and a wireless Internet connection.
- Pre-book **1-2 local hotels in a convenient distance to the conference venue** (3-4 star hotels) and provide the UNICA Secretariat with **booking information** (addresses, rates, booking forms and booking codes if any). Hotel booking will be done directly by the participants (without the assistance of the Organisers); the costs of accommodation are covered by the participants.
- Organise and cover the costs of **lunches, coffee breaks, and (one) conference dinner**; lunches can be served at the university canteen or in the area close to the meeting venue ("walking" lunch).
- **Participate actively in shaping the IRO meeting's programme** together with the UNICA IRO Observer and the UNICA Secretariat staff.

In coordination with UNICA, the Host University will be responsible for the following:

- Making all **practical arrangements at the venue** (including the organisation of a registration desk); student helpers might be engaged to support this task;
- Taking care of preparing **name badges** for the participants and **name plates** for the speakers (list of registered participants will be prepared by the UNICA Secretariat);
- Preparing **conference packages** for participants with conference folders (notebooks, pens); Since UNICA IRO meetings are meetings "without papers", printing programmes, list of participants and other documents is not necessary.
- Proposing a **social programme activity** (visit to a museum, guided walk, etc.); fees may be collected from participants);

- during the meeting: Ensuring the **collection of Power Point presentations from speakers and photos**.
 - **(optional)** organising a **welcome reception** (drinks and finger food) - on the evening before the 1st day of the Meeting or in the morning of the 1st day of the Meeting in case the Meeting starts in the afternoon.
- **Appropriate visibility** of the Host University is assured, namely: host university logo, name, photo, etc. will be promoted on the event material (announcement, programme, etc.). Host University publications can also be included in the participants' conference bags and displayed at the registration desk.
 - The Host University is welcome to **invite** the university staff as well as a few representatives of (non-UNICA) partner universities from the city/region to take part in the Meeting.
 - The host may turn to **sponsors** to cover some of the costs. Please note, however, that the involvement of sponsors should be discussed with UNICA Secretariat.
 - **The Host University is strongly encouraged** to take active part in designing the meeting's **content**: shaping the programme, identifying and inviting speakers.
 - **UNICA** takes care of communication & dissemination, inviting the participants, managing online registration; preparing and collecting the information for the meeting (programme, practical information); UNICA can cover the travel (economy class) and accommodation expenses of 1-2 **external (non-UNICA) speakers**

BUDGET ITEMS TO BE COVERED BY THE HOST UNIVERSITY (OPTIONAL ITEMS ARE MARKED IN GREEN)

Item	Amount	Comments
Meeting venue	Plenary room (capacity of approx. 60 people) for 1,5 day and 2 additional rooms (capacity of approx. 20 people each) for half a day only - depending on the programme	The breakout rooms should be equipped with projectors and wifi Internet access. The plenary room shall have audio-visual equipment and be equipped with a projector, microphones, computer and a wireless Internet connection.
Lunch	2	lunches can be served at the university canteen or at the venue (sandwich lunch)
Coffee break	4 - 6 (6 if coffee is also served in the morning at registration)	
Dinner	1	One dinner is organised for the participants; it can be a buffet/standing dinner or a seated dinner in a restaurant
Social programme	1	It is recommended that the Host University organises social programme for the participants(city guided tour, visit to the museum, etc.); a fee for the participation in the social programme can be introduced; if there is no convenient public transport connection from the meeting venue to the social programme/dinner venue, a bus transfer shall be arranged for the participants
Welcome reception	1	(optional) a welcome reception with light refreshments on the evening before the 1 st day of the meeting or in the morning of the 1 st day of the meeting in case the meeting starts in the afternoon
Printing costs		Printing and preparation of conference badges and printing of a limited number of material (i.e. UNICA

		announcements); UNICA IRO meeting are meetings " without papers ", so items such as programme, list of participants, practical guide do not need to be printed for the participants.
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