



Network of Universities
from the Capitals of Europe

GUIDELINES FOR THE ORGANISATION OF UNICA RECTORS SEMINARS

General information:

- The number of participants is **between 40 and 60**;
- The **duration of the programme** is approx. 1,5 day
Schedule example:
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
- **Main target group:** Rectors/Presidents and Vice-Rectors/Vice-Presidents, and other representatives of universities' academic leadership & top management
- **It is strongly suggested that the Rector/President and Vice-Rectors/Vice-Presidents of the Host University form part of the Seminar's Organising Committee and actively involved in shaping the event's programme**

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** (*N.B. not all participants will be able to use eduroam*).
- 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 home institutions of participants or participants themselves.
- Organise and cover the costs of **lunches, coffee breaks, and (one) conference dinner**
- **Taking a pro-active role in the design of the Rectors Seminar programme (identifying the topics, objectives & key questions to be addressed, identifying & contacting speakers)** together with the UNICA Steering Committee and with the support of the UNICA Secretariat staff.

With support of UNICA, the Host University will be responsible for the following:

- Preparing an **official invitation letter to UNICA Members** signed by the University's Rector/President of the Host University and co-signed by the UNICA President,
- 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); printing programmes, list of participants and other documents, if any (e.g. readers, biographies & abstracts)
 - Proposing a **social programme activity** (visit to a museum, gallery, sightseeing tour); 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 Seminar.
 - 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.
 - **UNICA** takes care of communication & dissemination, managing online registration; preparing and collecting the information for the meeting (programme, list of participants, practical information); UNICA can cover the travel (economy class) and accommodation expenses of 1-max. 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 - if the programme foresees breakout groups	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	
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 1st day of the meeting or in the morning of the 1st day of the meeting in case the meeting starts in the afternoon

Printing costs		Printing and preparation of conference badges and limited number of material (programme, list of participants, bios & abstracts, UNICA leaflets)
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