

## UNICA STUDENT CONFERENCE 2017 - USEFUL INFORMATION -



### Helpful Links

#### Student Conference websites & useful documents

- ➔ Official website of the Student Conference 2017: <http://www.unicaroma.it>
- ➔ UNICA website: <http://www.unica-network.eu/event/unica-student-conference-2017>
- [Topics for the 10 discussion Forums](#)
- [Programme schedule for the Student Conference](#)
- [Frequently Asked Questions](#)
- [Student Conference: short history, who is who \(PDF\)](#)
- [Learn more about previous UNICA Student Conferences](#)

**Documents from the 2010 Student Conference in Rome** that may be useful for the preparation of the Student delegates are also available on the [UNICA Student Conference web page](#).

For any questions about the UNICA Student Conference, please contact  
**UNICA Secretariat - Ms Laura BROSSICO:** [office@unica-network.eu](mailto:office@unica-network.eu)

# Step by Step Instructions for Participating Universities

## 1. Selection of Student delegates, nomination of Academic Tutors and Contact persons

### Selection of the Student delegates

Each UNICA Member University is invited to select a **delegation of up to 10 students**, whereas Member Universities from the capital cities that count more than one UNICA Member are asked to select 10 students in total.

**Eligible delegates** are students of either last year of Bachelor studies, Master studies (any programme year), and PhD studies (any programme year). The proficiency in English is an essential requirement.

We encourage the Member Universities to select students based on motivation letters, that explain the students' interest and motivation to attend the Conference and the added value, relevant knowledge and qualities they could bring to the meeting. Each University is free to add more criteria to these basic requirements.

### Nomination of an Academic tutor and a Contact person

Each University is asked to nominate an Academic Tutor who will assist the students in the preparation to the Conference and accompany them in Rome, and a Contact Person who will be responsible for practical matters (registrations, travel arrangements, etc.).

## 2. Selection of Fora by the Student delegates

The Student delegates are asked to select **a first and a second option among the 10 thematic Fora**. The list of forum topics with key questions and suggested reference documents (the list is not exhaustive!) is available [here](#).

Organisers encourage the Students from the same delegation to **cover as many topics as possible**. It is also **recommended that no more than two Students per delegation should attend the same Forum. The maximum number of participants in each Forum is 30**.

The Students are invited to indicate a second option, that could be assigned by the Organisers if the overall distribution of the students in the Fora is not balanced. However, the Organisers will do their best to accept the first choice of all Students.

## 3. Registration of Academic tutors, Contact persons and Student delegates

Each University is asked to submit the information about the Academic tutor, the Contact person, the Student delegates and their selection of forums through the following registration form: <http://database.unica-network.eu/registration/118>

#### 4. Student delegates preparation, documents to submit & deadlines

Organisers strongly encourage the delegations to start content preparation to the Conference under the supervision of their Academic Tutor as early as possible.

Once the groups and the Chairs for each Forum will be defined, the Organisers will put the students of each group in contact with the Chair of the Forum they have chosen. The Chairs will provide support and guidance for the preparation to the Conference.

#### What are the Students required to submit for the Student Conference?

##### A SHORT PAPER



Each student is requested to provide a short paper of minimum half a page and maximum 2 pages on her/his analysis of the Forum topic and recommendations on how to overcome the existing challenges. The students should address all the theme's subtopics in their abstract.

##### Deadline

The papers should be sent by e-mail **not later than 31 July 2017** to [office@unica-network.eu](mailto:office@unica-network.eu)

##### A SHORT VIDEO



Each delegation is requested to prepare a video on the main theme of the Conference: "The students' vision of a Student-Centred University".

##### Deadline

The videos should be sent **not later than 8 September 2017** to [office@unica-network.eu](mailto:office@unica-network.eu)

##### POWER POINT PRESENTATIONS?



**Power Point presentations are not compulsory**, but the students are free to prepare them if they wish.

The Guidelines will be decided by the Chairs of the Fora and therefore the precise requirements will be communicated in August.

#### 5. Travel arrangements & accommodation in Rome

The Contact person for the Student Conference at each University are asked to take care of the travel arrangements for the Student delegates and fill in and submit the [Hotel reservation form](#) for each student who will participate in the Conference.

Below you will find more details about the accommodation options in Rome and the costs related to Students' participation covered by the Organisers, that will help you to plan your delegation's travel to Rome.

# Practical information

## 1. Costs related to Students' participation covered by the Organisers

**The four Host Universities in Rome will cover the following students' costs:**



**Accommodation:** up to 4 nights from 4 to 7 October 2017 (with check out on Sunday, 8 October).



**Meals:** from 4 to 7 October 2017.



**Local transportation costs:** from 4 to 7 October 2017 (the Organisers will also try to cover the transportation back to the airport for the students leaving on 8 October).



**Travel costs to/from Rome will not be covered by the Host Universities**

Each Participating University is asked to cover the travel to and from Rome for its students.

## 2. Accommodation in Rome for the Student Delegates

To accommodate the Students participating in the Conference the Host Universities have pre-booked a number of quadruple, triple and double rooms at 5 [Hotels of the Seb Raeli Group](#) located in the Termini Station area (see map at page 6).

**Booking deadline: 25 May 2017**

The Organisers have asked for an extension, but the [Hotel reservation form](#) should be submitted as early as possible: <http://database.unica-network.eu/registration/128>



- ✓ **Is it possible to arrive on 3 October?**
- ✓ **Is it possible to book 1 or 2 extra nights after the Conference?**
- ✓ **What are the rates for the extra nights?**

**YES!** The delegations can arrive the day before (3 October) and/or stay 1 or 2 more nights after the end of the Conference in the same hotels at the following rates:

- triple/quadruple room: € 40,00 per night per person + touristic tax (€4 to 6);
- double room: € 45,00 per night per person + touristic tax (€4 to 6);

The Organisers will take care of booking the rooms also for the night of 3 October and the extra nights: you just need to indicate the precise dates of arrival and departure in the Hotel registration form.

Please note that the costs for the night of 3 October and/or the extra nights will not be covered by the Host Universities and will be charged to the students themselves.

### 3. Accommodation options for the Academic Tutors

The travel and accommodation costs of the Academic Tutors are to be covered by Participating University or tutors themselves.

Tutors do need to make travel and accommodation arrangements on their own. However, to accommodate the Academic Tutors who will attend the Student Conference, the Host Universities in Rome have **pre-booked a number of rooms for four nights at the following hotels**, both located in the Termini Station area (see map at page 6):

**HOTEL REGIO** \*\*\*

Address: Via Volturmo, 22, 00185 Rome, Italy

**Rate:** € 55,00 per night (including breakfast and WIFI) + touristic tax € 4,00 per night

**VENETIA PALACE HOTEL** \*\*\*\*

Address: Via Marghera, 47/A, 00185 Rome, Italy

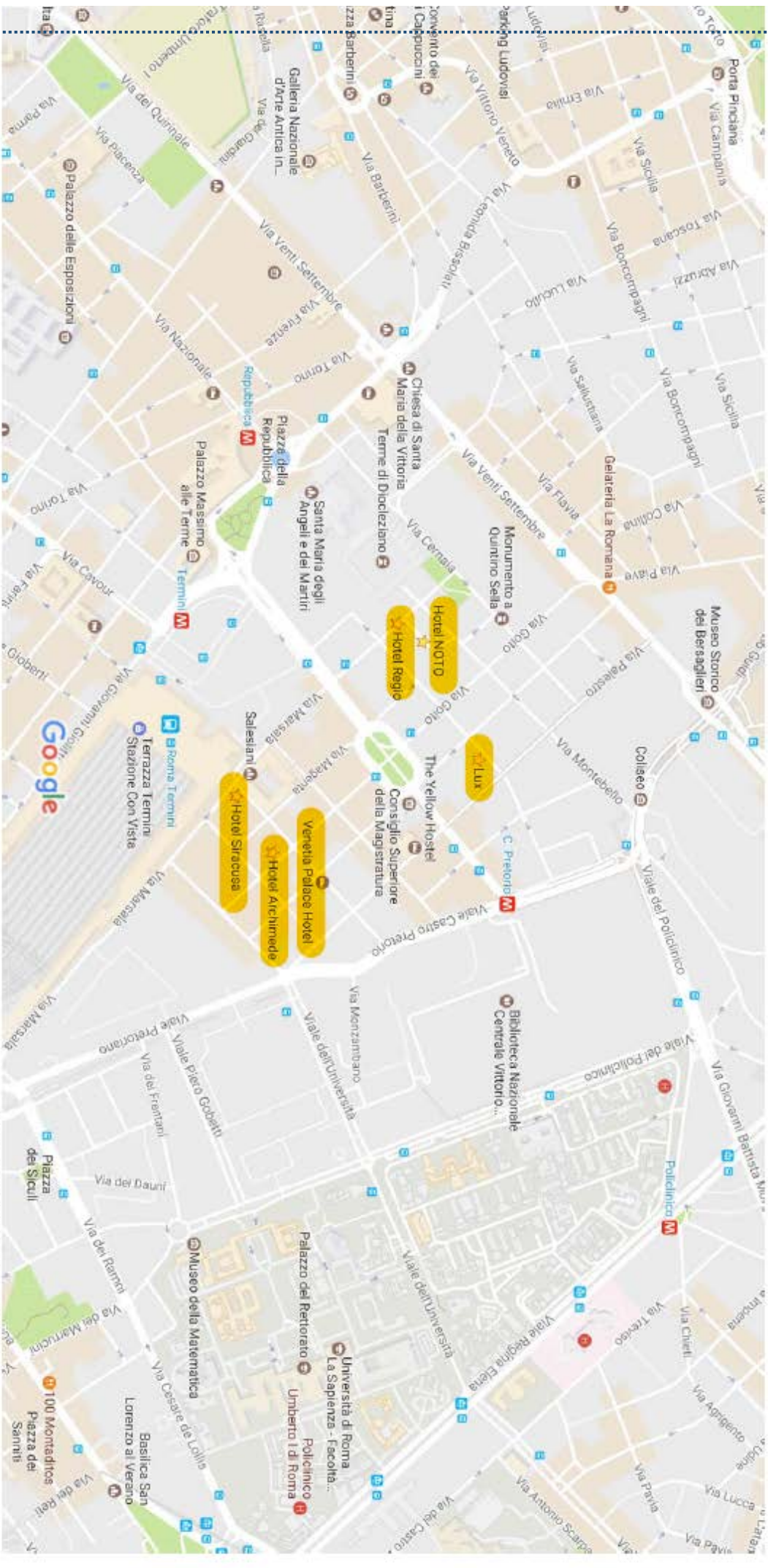
**Rate:** €140,00 per night (including breakfast and WIFI) + touristic tax € 6,00 per night

Each participant is kindly requested to proceed with his/her own booking contacting the hotels at the e-mail addresses below and **mentioning the code "UNICA Student Conference"**:

- **HOTEL REGIO:** [booking@raelihotels.it](mailto:booking@raelihotels.it)
- **VENETIA PALACE HOTEL:** [booking@venetiapalacehotel.com](mailto:booking@venetiapalacehotel.com)

The number of available rooms is limited and the accommodation will be allocated on a first-come, first-served basis.

# HOTELS LOCATION





## Student Conference Check list

What	Deadline
<input type="checkbox"/> Selection of Student delegates and nomination of an Academic tutor and a Contact person	
<input type="checkbox"/> Selection of Fora by the Student delegates	
<input type="checkbox"/> Registration (or communication by e-mail) of the contact details of the Academic tutor, the Contact person, the Student delegates & of the selected Fora Registration form <a href="http://database.unica-network.eu/registration/118">http://database.unica-network.eu/registration/118</a>	<b>3 February 2017</b>  Delegations that have not communicated the selected Fora yet should send us this information as early as possible!
<input type="checkbox"/> Submission of the Hotel reservation form for each Student Delegate Registration form <a href="http://database.unica-network.eu/registration/128">http://database.unica-network.eu/registration/128</a>	<b>25 May 2017</b>  Organisers have asked the hotels for an extension but... the sooner the better!
<input type="checkbox"/> Submission of the papers on the selected Forum topic prepared by each student (to <a href="mailto:office@unica-network.eu">office@unica-network.eu</a> )	<b>31 July 2017</b>
<input type="checkbox"/> Submission of the videos on the main theme of the Conference: "The students' vision of a Student-Centred University" prepared by each delegation (to <a href="mailto:office@unica-network.eu">office@unica-network.eu</a> )	<b>8 September 2017</b>

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[office@unica-network.eu](mailto:office@unica-network.eu)