



## Guidelines for events organization – DSAAM

### **GUIDELINES FOR EVENTS ORGANIZATION**

(approved by the Department Board resolution on 19/06/2024)

#### **1 – REQUEST**

To organize an event, it is necessary to contact the Department Office at the email address: [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it) addressing the email to: Enrica Pittarello (for conferences and large-scale events), Isabella Favero (for Third Mission events, including conferences, workshops, or seminars) or Mara Molinari (for conferences and events with a smaller number of participants).

- for **CONFERENCE** (or series of conferences): **at least 30 days in advance** for events (seminars, individual conferences, or those with a limited number of participants) organized using Department or personal funds.
- for **CONFERENCE** and **WORKSHOP**: **at least 60 days in advance** for events involving multiple speakers or lasting several days, organized using project funding and/or external funds.

Failure to comply with these deadlines will compromise the event's organization.

#### **2 – SPACE AND VENUE BOOKING**

Before proceeding with booking a space, it is advisable to review the information on the **Meeting and event spaces** at <https://www.unive.it/pag/30135/>  
Spaces should be booked well in advance, and the booking must be communicated to the Department Office.

##### **Booking Representative Spaces**

Representative spaces can be booked online through the dedicated application by following the path: Personal Area>University Spaces > Booking Representative Spaces  
<https://orari.unive.it/aule/index.php?lang=en>

##### **Booking Teaching Spaces:**

For bookings, write to [didattica.calendari@unive.it](mailto:didattica.calendari@unive.it)

##### **Booking Exhibition Spaces at CFZ (Tesa 1 e Tesa 2)**

CFZ Occupancy Calendar:  
[https://orari.unive.it/aule/index.php?vista=week&content=view\\_prenotazioni&area=26&room=227&lang=en](https://orari.unive.it/aule/index.php?vista=week&content=view_prenotazioni&area=26&room=227&lang=en)  
For bookings, write to: [cfz@unive.it](mailto:cfz@unive.it)

##### **Booking Sala A - Palazzo Vendramin**

To check availability and book Sala A, send your request to: [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it)

Verify if costs apply for:

1. Space rental;
2. Additional technical assistance;
3. Team services for fire safety and security;
4. Concierge services for extraordinary opening hours.

##### **Free Use of Spaces:**

Spaces are free if:

- The event is held on weekdays between 8:00 a.m. and 7:00 p.m., and
- It is organized by internal University structures or Departments

##### **Request for Additional Technical Assistance**

The service is at the expense of the organizer. Costs must be verified with the Department Office.

##### **Request for Fire Safety and Security Teams**

The service must be required for:



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- Events organized in Auditorium Santa Margherita-Emanuele Severino
- events held in Aula Magna at Ca' Dolfin
- events taking place after 4:00 PM

The costs are borne by the organizer, and the specific needs and costs should be verified each time (1 security officer is required for every 100 people).

### Request for Concierge Service for Extraordinary Opening

This service is required for events held outside the regular opening hours of the University buildings, such as after 8:00 PM, on Saturday afternoons, or on Sundays.

### 3 – GUEST SPEAKERS

For guest speakers (both for individual conferences and for conference speakers), the following can be provided:

1. **Compensation** (taxed at different rates depending on whether the speaker is fiscally resident in Italy or abroad).
2. **Reimbursement** based on actual expenses, within a limit set by the organizer in the assignment letter.
3. **Compensation plus reimbursement** (Note: both will be taxed).

The indicative compensation to be provided is 250€ for Italian speakers and 300€ (gross taxable) for foreign speakers per conference, with the possibility of reaching 500€ gross taxable as per the resolution of the CdA. In special and justified cases, a higher compensation may be provided, subject to approval by the Department Council. Please contact the Department Office well in advance for such cases.

Speakers must be formally appointed for their role through an official assignment letter, which will be sent to them by email.

Without the assignment letter, no compensation and/or reimbursement will be processed.

To this end, 30 days before the event, the following information must be provided to the Department Office, which will contact the guest for further details:

1. The names and affiliations of the speakers,
2. Their email addresses,
3. The titles of their presentations,
4. The date, time, and location of their talk.

The assignment letter will be prepared by the Department Office and must be signed by the speaker "for acceptance."

To request the preparation of the assignment letters, please contact the Department Office at: [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it)

To claim the agreed compensation as per the assignment letter, the speakers must send the following documentation to the Department Office:

5. Personal Information Form (to be filled out on a computer and sent in .doc format to [segreteria.dsaam@unive.it](mailto:segreteria.dsaam@unive.it)),
6. Copy of passport/identity document (only for EU citizens),
7. Personal bank details,
8. Signed assignment letter,
9. Reimbursement/compensation request form.



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This can be accessed from the Department's Homepage > Administrative Area of the Department > How to > Events > Event Forms,  
or by using the following link: [https://drive.google.com/drive/folders/1UvSTmWYConY\\_R6PaPcJJXOBMhwgIYDyE](https://drive.google.com/drive/folders/1UvSTmWYConY_R6PaPcJJXOBMhwgIYDyE)  
accessible with your credentials, including "@unive.it"

### 4 – GUEST STAYS

#### Timing

##### For individual conferences

It is possible to proceed with either reimbursement to the guest or direct hotel and travel booking by the Department Office. To arrange this, provide all details to the Department Office at least **30 days** before the event.

##### For conferences with multiple speakers

hotel bookings are handled by the Department Office. The request must be communicated to the the Department Office at least **60 days** prior to the event, providing the following details:

- Guest's full name,
- Confirmed check-in and check-out dates,
- Type of accommodation (e.g., 3-star, breakfast only, etc.).
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To organize an event, contact the Department Office at: [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it)

#### Limitations

The Department will handle hotel bookings only for speakers/guests and exclusively for the nights necessary for the conference/event.

The accommodation expenses in Venice for professors, researchers, or grant holders affiliated with Ca' Foscari University are not covered.

Additional important notes:

- If the guest plans to stay additional nights, they must contact the hotel directly.
- If the guest is accompanied by a partner, the Department cannot cover the partner's costs. The Department will only cover the accommodation costs for the guest. In some cases, the cost of a double room for single use may be covered, but arrangements must be made directly with the hotel. If receipts show that multiple guests stayed in a room (e.g., a double room), the total amount will be split by the number of occupants unless the hotel provides a declaration indicating the cost of a single room or a double room for single use.

#### Costs

As a general rule, a 3-star hotel is used as a benchmark. Prices vary depending on the season, with an acceptable range of 90€ to 250€ per night, taking into account the guest and whether it's low or high season.

### 5 – GUEST TRAVEL

The Department reimburses round-trip travel expenses for guests in two ways, upon the organizer's request:

- a) Reimbursement to the guest for expenses incurred (within a set maximum, which is agreed upon and indicated in the assignment letter as a specific or cumulative cost).
- b) Direct purchase of tickets by the Department through an approved travel agency, even for a single speaker.



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Travel Rates: The criteria for travel expenses are as follows:

- **Air travel:** Economy class, with the possibility of upgrading for intercontinental flights.
- **Train travel:** Second-class, or higher if it is demonstrated that the higher class is more cost-effective than second class.
- **Travel using personal vehicles:** This is discouraged unless it is for official staff missions, based on the relevant regulations. In exceptional cases, mileage reimbursement for fuel will be provided, according to the ACI tables, which are periodically updated, up to the equivalent cost of public transport. Parking costs are not reimbursed.

## 6 – PASTI

### a) Meals

Generally, meal expenses for guests are reimbursed upon presentation of valid receipts (invoice or fiscal receipt).

- Extras such as aperitifs, breakfasts (if already provided by the hotel), or post-dinner items are not reimbursed.
- Receipts must clearly display the restaurant's name and the amount paid.
- Reimbursement is also allowed for costs incurred by the organizer when hosting a guest for lunch/dinner. As a general rule, reimbursement for the organizer is allowed for up to 4 people.
- If more than 4 people are involved, the order is placed directly with the restaurant.
- A daily maximum limit of 100€ is allowed for meal reimbursements, but two receipts must be submitted.
- The typical cost per person is approximately:
  - Lunch: 30-50€
  - Dinner: 40-60€

### b) Conferences/Workshops (events with multiple speakers)

For these events, the Department directly places orders with the restaurant. The University does not have agreements with restaurants, so the Department arranges catering with some local restaurants that comply with regulations.

Department's professors participation is only permitted if they are listed as speakers on the event program.

The participation of research groups for projects is also allowed.

Important: Due to administrative and bureaucratic requirements, as well as restaurant availability, it is necessary to request catering services by providing all details to the Department Secretariat at least 60 days before the event.

The typical cost per person is approximately:

- Lunch: 30-50€
- Dinner: **40-60€**

### Limitations on participants

Costs are covered for the speakers and event organizers whose names appear on the program.

## 7 – ADDITIONAL GUIDELINES FOR ACCOMMODATION, MEALS, AND TRAVEL

The expense limits mentioned for accommodation, travel, and meals are used by the Department as benchmarks to determine co-financing contributions.

If the organizer wishes to exceed these limits for justified reasons (such as hosting a guest of particular importance, high season periods, or the unavailability of accommodations within the specified limits), and with prior notification to



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the Secretariat, the additional expenses may be covered by the individual research funds of the organizing faculty member.

### 8 – COFFEE BREAK/CATERING SERVICES

#### Coffee Breaks / Catering at University Venues

To organize a coffee break or catering within university venues, availability must be checked in advance:

- a. Aula Baratto > The adjacent **Sala Archivio** must also be booked;
- b. Auditorium Santa Margherita-Emanuele Severino > While previously possible, this option is now not available.
- c. Aula Magna Ca' Dolfin > During the academic term, spaces in this venue are unavailable for coffee breaks or lunches. However, the adjacent room can be used for coffee breaks/lunches for up to 20 people.
- d. Sala Morelli / Sala Cozzi (Palazzo Malcanton Marcorà) > Catering cannot be organized inside the rooms. However, common areas (such as the internal courtyard, entrance hall, and refreshment area) may be used, subject to prior approval from the departments in the building, the Humanities campus, and the SPPR.

Important Note: Coffee breaks and meals cannot be organized in teaching rooms. When booking representative spaces or classrooms, it is essential to inform the Secretariat if coffee breaks or meals will be organized within those spaces.

Currently, a university-wide agreement exists for coffee breaks and catering services.

#### Timing

To organize catering services (coffee breaks, lunches, etc.), requests should be made to the Department Office at least 60 days in advance.

For a coffee break, at least 15 minutes should be allowed for the break.

For a lunch, at least 1 hour should be allotted for the meal.

To arrange coffee breaks, lunches, dinners, aperitifs, etc., please contact the Department Office at: [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it)

### 9 – POSTERS AND OTHER ADVERTISING MATERIAL

#### For the creation of the poster and other advertising material by the University's Graphics Office

Contact the Graphics Office directly to define the poster/flyer or other materials by sending the final version of the poster and/or flyer/brochure/postcard in Word format along with one or more images, copying [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it).

#### For printing materials

Once the poster has been agreed upon, contact the Secretariat at [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it) to request the printing, **specifying the number of copies, the desired format, and the funds to allocate the cost.**

For cost information, see the pricing list for the printing center, available in the restricted area of the Department, accessible from the Department homepage > Personal Area > How to > 4 Events > Event Forms, or by using the following link:

[https://drive.google.com/drive/folders/1UvSTmWYConY\\_R6PaPcJJXOBMhwgIYDyE](https://drive.google.com/drive/folders/1UvSTmWYConY_R6PaPcJJXOBMhwgIYDyE) (access with your credentials, including "@unive.it").



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### Use of the Department's Logo and Other Logos

The use of the Department's logo must be authorized by the Department Director, by sending an email to the Director and copying [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it) along with a brief presentation of the event.

- a. For **events organized by the Department or structures affiliated with the Department** (Confucius Institute, Laboratory for the Translation of Oriental Languages, Center for Studies on the Contemporary Middle East), the DSAAM logo and the structure's logo should be included.
- b. If there is **external funding**, the logo of the external structure should be included with the phrase: "with the contribution of."
- c. If there are **sponsorships or patronages**, the logo of the sponsor should be included with the phrase: "with the sponsorship/patronage of."
- d. For **events organized by external structures** requesting sponsorship from our Department, the sponsorship request must be approved by the Department Council.

**Note** – *External funding and sponsorships for events organized by the Department must be communicated to the Department Council.*

It is recommended to include logos/acknowledgements of funding according to the guidelines of the funding programs.

The Department's logos can be found in the restricted area: <https://www.unive.it/pag/24260/> along with other useful materials (Coordinated Image Manual, PowerPoint Templates, Policies, and Regulations).

Additionally, the [Guidelines for requests to the Graphics and Printing Sector](#) (in Italian) can also be consulted.

## 10 – COMMUNICATION

It is possible to send the materials prepared by the graphic office to the collaborator responsible for the Department's communication at the email [teresa.sartore@unive.it](mailto:teresa.sartore@unive.it) keeping [eventi.dsaam@unive.it](mailto:eventi.dsaam@unive.it) in CC, requesting the creation of a web news article and, if necessary, the dissemination of the event on the Department's social media channels.

Along with the materials prepared by the graphic office, the image considered representative of the event should be sent (the one most used in the graphic materials, **in high definition and in .jpeg format**). Optionally, one or more short texts (which could be uploaded as PDFs) introducing the event and/or the guests can also be included.

## 11 – WI-FI ACCESS REQUEST for SPEAKERS

Information about the university's Wi-Fi network can be found on the following page: <https://www.unive.it/pag/39159/>  
On the same page, instructions are provided to open a ticket to request a 'collective' account in case the university Wi-Fi needs to be made available to the public at a conference.

For everything not expressly covered by this Regulation, please refer to the University Regulations for Administration, Finance, and Accounting.



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