

Scientific Advisory Board

ROMA Villa Maraini Via Ludovisi 48 00187 Roma +39 06 420421 roma@istitutovisvizzero.it

MILANO Via Vecchio Politecnico 3 20121 Milano +39 02 76016118 milano@istitutovisvizzero.it

Information

Collaborations

Istituto Svizzero



Istituto Svizzero's Collaborations with the Swiss and Italian Community

The Istituto Svizzero is a platform for exchange that connects, in particular, the Swiss scientific community with Italy as well as internationally. Rome in particular offers a wide range of possible high-profile collaborators – be it the local Italian institutions or the academic representations of numerous countries that are present in the Italian capital. The Istituto takes a lively part in this community with its residency programmes and scientific events and other initiatives (see Istituto Svizzero Programmes). At the same time, the Istituto remains open to outside propositions from Swiss universities and institutions of higher education, which have an interest in using the platform for the purpose of scientific exchange and/or the dissemination of their research in Italy.

Between mid-September and mid-June, the Istituto can accommodate a variety of possible formats, including conferences, specialised symposia, workshops, doctoral colloquia, panel discussions or book presentations. Events may vary in duration and setting, ranging from 2 hours up to 3 days, from closed sessions to public events or a combination of formats. For the submission of a proposition, the following guidelines should be taken into account:

- 1) Each proposal should contain a brief outline of the project, consisting of an abstract that clearly states the event's contents and objectives, details about the organisers, indication of dates and/or time constraints, provisional list of speakers, provisional programme, and a confirmation of the financial feasibility and financial commitment on the part of the University/High School of Specialisation.
- 2) Among the organizers and contributors of the event, at least 50% of participants should be affiliated with Swiss academic institutions.
- 3) For organisational reasons, propositions should be made in a timely manner. In case of larger projects such as conferences or workshops that last longer than one day, the Istituto requires at least 9 months of prior notice; in case of smaller events proposals should be submitted 6 months before the start of the event. For single lectures and book presentations, 4 months of prior notice are expected.
- 4) With a view to the practical realisation of the event, and only if required, the Istituto reserves itself the right to ask for adjustments to the initial proposal in terms of its contents or the logistics involved. Organisers will be notified if changes need to be discussed.
- 5) The directorate evaluates the proposal in terms of quality, feasibility, public appeal and added value for the Swiss-Italian scientific exchange. The Istituto communicates its decision to the applicant in written form.

All proposals should be directed in written form to the directorate of the Istituto. The contact person for the sciences is adrian.braendli@istitutosvizzero.it.

It should be noted that the following services can be expected from the Istituto once the proposal has been approved by the directorate:

- 1) An adequate conference room will be provided on site for the event as part of the coproduction. The Istituto can host events of different size and format in its facilities: its largest room has a capacity of up to 100 people; further options include a room with 55-60 seats, and a 10-15 seats room for workshops and/or smaller group work. The decision where the event is going to take place lies within the responsibility of the Istituto.
- 2) Approved events will be provided with the necessary equipment for a basic conference setup (incl. microphones, beamer, screen). All costs for additional or more sophisticated gear and services have to be covered by the event organisers themselves. This also includes an eventual simultaneous translation for the proceedings.
- 3) During the event, the Istituto will offer standard coffee breaks as agreed upon with the organisers (max. 2 per day).
- 4) The Istituto can offer a maximum number of 6 guestrooms in the Villa Maraini or its annex building to accommodate organizers and contributors for the duration of the event. This is no guaranteed offer as rooms can only be assigned on availability. Any additional night has to be covered by the organizers or the guests themselves. In case further lodging is required, the Istituto can lend its support in finding reasonably priced external solutions.
- 5) Eventual lunch breaks during events (up to 25 persons) can be organized at low prices (8-10 euros per person).
- 6) In case the programme comprises a public event, a networking cocktail or convivial moment with drinks and snacks can be organized on request. The catering costs or for further provisions such as additional beverage or an eventual conference dinner will have to be covered by the organisers themselves or specifically agreed upon depending on the type of event and the number of people involved.
- 7) All standard organization costs for conference setting, accommodation, food and beverage that are covered by the Istituto are at no extra charge and part of the coproduction. Special requests will be discussed on an ad-hoc basis.
- 8) The Istituto does not defray travel costs. They need to be covered by the event organizers themselves.
- 9) The Istituto places at the organizer's disposal its extensive network to promote the guest event in Rome at no extra charge. The event will be added to the online calendar along with an abstract, the details of the programme and the short bios of the participants. It lies however in the organiser's responsibility to organize the aforesaid materials in good time. In consultation with the directorate, the responsible persons are moreover permitted to use the Istituto's logo for promotional purposes.
- 10) A member of the Istituto's directorate will follow the proceedings and offer a welcome address.