



Istituto Svizzero

SCIENTIFIC ADVISORY BOARD

Guidelines for Scientific Collaborations and Events at Istituto Svizzero

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Guidelines for Scientific Collaborations and Events at Istituto Svizzero

Istituto Svizzero serves as a platform for transnational exchange, fostering connections between the Swiss scientific community, Italy, and the wider international sphere. Rome, in particular, provides a wealth of opportunities for collaboration, whether with leading Italian institutions or with academic representatives from the many countries based in the capital. Istituto Svizzero actively takes part in this community through its residency programmes, scientific events, and other initiatives. At the same time, it welcomes external proposals from universities and advanced schools of specialisation seeking opportunities for scientific exchange and/or for disseminating their research in Italy.

Istituto Svizzero can host a wide variety of events, including conferences, specialised symposia, workshops, doctoral seminars, and round tables, lasting anywhere from two hours to two days.

To submit a proposal, the following guidelines must be taken into consideration:

- Proposals for the following calendar year must be received before 15 July.
- The Institute requires at least nine months' notice for major projects such as multi-day conferences or workshops, and six months for smaller events.
- At least 50% of organisers and contributors must be affiliated with Swiss academic institutions, with demonstrated collaboration with Italian institutions or individuals.
- The entire event must be conducted in Italian or English, or in both languages, in keeping with our mission to foster exchange and to remain accountable to our audience and partners in Rome.
- The proposal must indicate the content and aims of the event, details of the organisers, the proposed dates, a provisional list of speakers, a draft programme, and confirmation of both financial feasibility and the financial commitment of the university or advanced school of specialisation.

The Direction evaluates proposals on the basis of quality, feasibility, public interest, and their added value for Swiss-Italian scientific exchange. Applicants will be notified of the Institute's decision in writing.

All proposals must be submitted to the Head of Science, Research, and Innovation,
Ilyas Azouzi
ilyas.azouzi@istitutosvizzero.it

For the practical implementation of the event, the Institute may request adjustments to the proposal regarding content or logistics. Organisers will be consulted if modifications require discussion.

All events hosted at the Istituto Svizzero are subject to the general conditions outlined below. These provisions are intended to facilitate effective collaboration between organisers and the Institute, and to guarantee the successful realisation of each event.

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Services provided by the Istituto Svizzero

- An adaptable conference and seminar room, allocated according to the needs of the event, can be configured to host up to 120 people in its largest setup or adjusted to a medium layout with 50-60 seats.
- A smaller seminar room with 10-15 seats is available for workshops or group work.
- Standard conference equipment: microphones, video projector, screen, and basic AV setup.
- Technical assistance and on-site support (audio-visuals, microphones, room logistics).
- Live-streaming / Zoom webinar possible
- Two served coffee breaks per full day and one simple aperitivo in the courtyard or garden at the end of the event (for public scientific conferences). Additional services may be requested at the organisers' expense.
- Up to 4/5 rooms for organisers or collaborators at Villa Maraini or in the Dependence (breakfast included); support in targetting external accommodation if more is required.
- Promotion of the event through the Institute's communication channels (online calendar, abstract, programme details, and short profiles of participants, provided by organisers).
- Access to the Institute's network in Rome to support event promotion and identify potential Italian speakers or partners.
- Welcome address and oversight by a member of the Direction.

Responsibilities of the Organisers

- Conceptualisation, preparation, and content of the event programme.
- Travel expenses for organisers, speakers, and participants.
- Honoraria and any other costs for speakers, assistants, or moderators.
- Costs for additional catering (special drinks, networking cocktails, aperitivo dinners), to be agreed upon in advance.
- Any accommodation beyond what the Institute provides must be arranged and covered directly by the organisers.
- Check-in within the Institute's opening hours (Monday-Friday, 9:00–13:30 and 14:30–18:00, weekends available on request).
- Expenses for extra or advanced technical equipment and services, including simultaneous translation.
- Submission of all presentation materials (PowerPoint or PDF only) to Silvia Santini
silvia.santini@istitutovizzero.it
at least one day in advance.

Costs

Istituto Svizzero will charge the following fees to help cover organisational support, technical assistance, and the use of its facilities. In return, the Institute offers access to its spaces, logistical support, and the services outlined above, ensuring the successful realisation of each event.

Public scientific conferences and events

20–50 participants:	Full day	€500
	Half day	€300
50–120 participants:	Full day	€750
	Half day	€400

Small seminars and workshops

Up to 20 participants:	Full day	€300
	Half day	€150