



Network of Universities
from the Capitals of Europe



UNIVERSIDADE
NOVA
DE LISBOA

UNICA STUDENT CONFERENCE 2020

*Dream your University
in the capital city!*

Lisbon, 28 June - 1 July 2020

**Instructions for
UNICA member Universities**

Version as of 16 December 2019

WEBSITE & CONTACTS

UNICA website: <http://www.unica-network.eu/event/unica-student-conference-2020>

Nova University Lisbon webpage: under construction

Contacts

UNICA Secretariat
Laura Brossico
office@unica-network.eu

NOVA University Lisbon
Joana Guedes
International Development Office
joana.guedes@unl.pt

Links to the registration forms:

- [Registration form for Contact persons](#)
- [Registration form for Academic Tutors](#)
- [Registration form for Student Delegates](#)

CONFERENCE SCHEDULE

Venue: NOVA University Lisbon, [Campolide Campus](#)

Please note that the below schedule could be subject to slight changes

DAY 1: Sunday, 28 June	
14:00 – 15:00	Arrival and registration
15:00 – 18:30	Opening of the Conference Keynote speech followed by discussion Video presentations
18:30-20:00	Welcome event/reception
DAY 2: Monday, 29 June	
09:30 – 17:00	Keynote speech followed by discussion Student Fora
17:00 – 21:00	Social programme <i>or</i> free time Dinner
DAY 3: Tuesday, 30 June	
09:30 – 17:00	Keynote speech followed by discussion Student Fora Preparation of Fora's presentations on 1 July
From 17:00	Closing event
DAY 4: Wednesday, 1 July	
10:00 – 13:00	Fora presentations (10' per Forum) and voting Closing of the conference
13:00 – 14:00	Farewell lunch

PRACTICAL INFORMATION

Students

Accommodation

The Students participating in the Conference will be **hosted in university dormitories for 3 nights (from Sunday, 28 June to Tuesday, 30 June - check-out on 1st July).**

Please note that the **rooms at the university dormitories will only be available on the above mentioned dates.** Extra nights at the dormitories cannot be allowed.

Meals

The organizers will offer the following meals to the Student delegates:

DAY 1 (28 June)	Dinner
DAY 2 (29 June)	Breakfast Lunch Dinner
DAY 3 (30 June)	Breakfast Lunch Dinner
DAY 4 (1 July)	Breakfast Lunch

Travel

Travel expenses to/from Lisbon and transfers from/to the airports will not be covered by the organizers and **each University is asked to cover these costs for its students.** The Contact persons for the Student Conference are kindly invited to take care of the travel arrangements for the Student delegates.

Student Costs

Costs covered by the hosting university

- **Accommodation:** 3 nights from 28 June to 30 June included (check out on 1 July)
- **Meals:** 3 breakfasts, 3 lunches, 3 dinners

Costs to be covered by the sending university

- Travel to/from Lisbon
- Transfers from/to the airports
- Meals not covered by the organizers (optional)

Academic Tutors (accompanying persons)

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

Tutors do need to make travel and accommodation arrangements on their own.

Hotels in Lisbon

Please find below a list of hotels close to NOVA University Lisbon, [Campolide Campus](#) (approx. 15-20 minutes walking distance). Before booking directly to the hotel, please also check websites like www.booking.com to compare the prices.

- Novotel Lisboa Hotel: <https://all.accor.com/hotel/0784/index.en.shtml>
- Sana Malhoa Hotel: <http://www.malhoa.sanahotels.com/en>
- Mercure Lisboa Hotel: <https://all.accor.com/hotel/3346/index.en.shtml>
- SANA Rex Hotel: <http://www.rex.sanahotels.com/en>
- Corinthia Hotel Lisbon: <https://www.corinthia.com/lisbon/>
- Hotel IBIS Lisboa José Malhoa: <http://ibis-lisboa-jose-malhoa.hotelsolisbon.com/en/>
- Hotel Real Parque:
<https://www.realparque.realhotelsgroup.com/index.php?lang=en#.XeJ55-j7SUK>
- Hotel Açores Lisboa: <https://hotel-acoeres-lisboa.hotel-ds.com/en/>
- Hotel Alif Avenidas: <https://www.alifhotels.com/en/Alif/Hotel-Alif-Avenidas.aspx>
- Sana Executive Hotel: <https://executive.sanahotels.com/en>

The nearest surroundings to the Campolide Campus are also:

- Sete Rios
- Praça de Espanha
- Campo Pequeno
- Saldanha
- Marquês de Pombal

Selection and registration of Student delegates

Selection of 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.

Registration of Student Delegates

The details of the selected students shall be communicated by **Friday, 24 January 2020** by filling out the registration form at: <http://database.unica-network.eu/registration/181>.

Please note that in the registration form students are also invited to **indicate a first and a second option among the [10 thematic discussion Fora](#)**.

The second option could be assigned 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.

Students from the same delegation are encouraged to cover **as many topics as possible**. It is also **recommended that no more than two Students per delegation should attend the same Forum**.

Nomination and registration of Academic Tutors and Contact persons

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

Please submit the information about the Academic tutor and the Contact person via the following registration form by **Friday, 24 January 2020**:

- [Registration form Contact Persons](#)
- [Registration form Academic Tutors](#)

Preparation to the Student Conference and documents to submit

The delegations are encouraged to start the content preparation to the Conference under the supervision of their Academic Tutor as early as possible.

Once the participants in the Fora and the Chair of each Forum will be defined, the organisers will put the students of each group in contact with the respective Chair, who will provide support and guidance for the preparation to the Conference.

Useful documents

- [Topics for the 10 discussion Forums](#)
- [Student Conference: short history, who is who \(PDF\)](#)
- Learn more about [previous UNICA Student Conferences](#)
- Documents from the 2010 Student Conference in Rome which may be useful for the preparation of the Student delegates:
 - [Conference Proceedings](#)
 - ["Rome Declaration"](#)
 - [Abstract book](#)
 - [Posters' slideshow](#)

Documents to be submitted by the Students



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 theme and recommendations on how to overcome the existing challenges. The students should address all the theme's subtopics and structure the abstracts as follows: Introduction, Analysis, Conclusions and recommendations.

→ Have a look at the [Abstract book of the UNICA Student Conference 2010!](#)

Deadline: The papers shall be sent by e-mail to office@unica-network.eu **not later than 4 May 2020.**



A short video

Each delegation is requested to prepare a **video on the main theme of the Conference: "Dream your University in the capital city!"**.

The guidelines regarding the video competition will be available in January 2020.

Deadline: The videos shall be sent **not later than 15 May 2020** to office@unica-network.eu.

Deadlines

Registration of selected students	24 January 2020
Nomination of Academic tutors and Contact persons	24 January 2020
Submission of a short paper on the selected topic by each student	4 May 2020
Submission of the video on the main theme of the Conference by each delegation	15 May 2020