

CASA COMMITTEE

COMMITTEE FOR THE COORDINATION OF STUDENT AND GROUP ACTIVITIES

GENERAL REGULATIONS

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- B.** REGULATIONS FOR REGISTERING AND ACCESSING SERVICES FOR STUDENT ASSOCIATIONS AT BOCCONI UNIVERSITY
- C.** GUIDELINES FOR ORGANIZING EVENTS AND ACTIVITIES



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A. ROLE AND FUNCTIONS

1. INTRODUCTION

This document aims to describe the functions and operational methods of the CASA Committee (Committee for the Coordination of Student and Group Activities).

The General Regulations set out the general principles for the CASA Committee and conducting student and association activities and, unless otherwise expressed by the members of the CASA Committee, it is considered tacitly renewed on an annual basis.

The "Operational Regulations" are an integral part of the General Regulations, and are supplemented throughout the year following the decisions taken by the CASA Committee. The Operational Regulations must be reapproved each year.

The objective is to provide useful information to facilitate the promotion and production of events on the Bocconi campus promoted by Student Associations, Representation Groups or students/groups of students not organized within Associations.

The principles stated hereinafter – and any resulting indications, which the University has decided to adhere to – are therefore valid indiscriminately for all students and for all promoted events/initiatives.

2. CASA COMMITTEE (COMMITTEE FOR THE COORDINATION OF STUDENT AND GROUP ACTIVITIES)

2.1 INTRODUCTION

Bocconi University is orientated towards promoting and supporting the development of activities of a cultural, social and associative nature promoted by its students. Proposals from individual students or Groups or Associations are therefore welcome and received in so far as they contribute to making the campus participatory and active and making a varied and inclusive Bocconi community.

The University must ensure that all the initiatives that take place on campus are cohesive and are not an obstacle or hindrance to carrying out institutional activities. Institutional activities include not only various forms of teaching, but also all activities that support the teaching-educational process (admissions – support to students – internships, placement and career guidance – etc.).

2.2 FUNCTIONS CARRIED OUT BY THE CASA COMMITTEE

The CASA Committee has the primary task of guaranteeing that events and initiatives promoted by Student Associations, Groups and students do not go against the University's underlying principles and mission.

This means ensuring that proposed initiatives and events:

- Are arranged so that they do not harm the University's image and reputation
- Are developed in accordance with the principles of independence and autonomy from any economic or political influence
- Are set up appropriately based on management and organizational profiles

In addition, the CASA Committee periodically defines the criteria that provide student associations

access to several particular types of common resources/services, such as using areas on campus, communication tools and activities supporting associations (e.g. Associations on Display), participation in events promoted by the University and initiatives held in partnership between associations and institutions. The resources/services are explained in the “Operational Regulations.”

2.3 APPOINTMENT AND COMPOSITION OF THE CASA COMMITTEE

The CASA Committee is appointed through a Rectorial Decree. The CASA Committee is made up of nine members, including:

- Six members recommended by the Rector and the Chief Executive Office, one of whom is a member of the Rectoral Committee, who takes on the role of Chairman of the Committee.
- Three members representing the student body, recommended by the Committee of the Office of the President with a written communication addressed to the organizational office, wherein the names and specific skills of individual members are indicated in relation to association activities and organization of events. The proposal of names must be accompanied by a short résumé that guarantees that the appointment complies with the aims of the Committee. The three representatives of the student body are responsible for representing the world of associations in its entirety on the Committee by collecting and summarizing requests from associations. They also undertake to ensure that associations implement the Committee’s recommendations.

At the time of establishment, the composition of the CASA Committee’s Organizational Office shall be communicated. It is indicatively selected within the Campus Life – Students office. The members of the Organizational Office:

- are permanent guests at meetings of the CASA Committee
- have the right to participate but not the right to vote

2.4 OPERATIONAL METHODS FOR THE FUNCTIONING OF THE CASA COMMITTEE

The CASA Committee makes decisions through a simple majority. The quorum to convene the meeting of the Committee calls for the presence of at least five of the nine appointed members.

In case of a tie, the vote of the Chairman will be worth two votes.

The Rector has the right to decide regarding student proposals, who has delegated the completion of this task to the CASA Committee. At any moment, however, the Rector reserves the right to make the final decision regarding approval and possible funding of one or more events.

The CASA Committee defines the calendar for meeting during each academic semester (August-February and March-July), posting it on the dedicated section on the website that is accessible to all students and associations interested in carrying out activities on campus.

The Committee meets 9 times per year. The Committee may be convened for an extraordinary session a maximum of twice per year on the condition that the convocation is requested unanimously by all representatives of one of the three parts that make up the Committee.

The Chairman has the discretion to invite outside parties as listeners in Committee meetings, in case the topics of discussion require informed opinions.

In case of the Chairman's absence or impediment, he/she can designate a substitute (chosen from the members of the Committee) to chair an individual meeting. Committee members may not

delegate third parties to participate on their behalf.

To allow for analysis of the requests submitted, the timelines for submitting requests are defined according to the type of activity. Further details are indicated in the Operational Regulations.

A summary report of the CASA Committee meetings is drafted, with indications of the decisions made, which, in case of general interest, become part of the Operational Regulations of reference for that academic year.

The general parts of the report are sent to all Associations.

2.5 CAUSES FOR FORFEITURE FROM THE COMMITTEE

An unexcused absence from three consecutive meetings will result in automatic forfeiture from the role of Committee member, unless in the case of justified reasons that must be expressly indicated and appropriately reported.

Absences are considered excused if they are due to travel abroad or outside Milan for exchanges or internships.

The Rector will take action to reinstate the Committee's performance by appointing the person(s) recommended by the reference person (Chief Executive Officer for administrative staff – Committee of the Office of the President for students).

2.6 SANCTIONS THE COMMITTEE MAY APPLY

The Committee reserves the right to impose sanctions on individuals and/or associations that do not comply with the guidelines laid out in the documents related to the CASA Committee.

These sanctions may include temporary suspension of activities on campus for the representation group/association and individuals and submission to the Disciplinary Board of subjects responsible for improper activities, as well as the President of the association or representation group involved in the violation.

B. REGULATIONS FOR REGISTERING AND ACCESSING SERVICES FOR STUDENT ASSOCIATIONS AT BOCCONI UNIVERSITY

1. For the purposes of these regulations, student associations are groups of students united by a common interest. Through student associations, students may contribute to the University's cultural and intellectual life. Bocconi University promotes and values the association activities of its students provided that they do not oppose its values and that they uphold the law and the regulations of the University. Registering the association does not imply that Bocconi University knows, approves or supports all the student association's activities and shares its points of view.
2. Only students who are duly enrolled in the University can be members of associations.
3. **Upon authorization and in compliance with University regulations**, associations on the register (the only associations that may use the expression "Bocconi Student Association" or equivalent in their names) may:
 - Organize events and activities on campus and online.
 - Organize social activities also with external guests.
 - Reserve and use classrooms and other spaces on campus.
 - Promote their authorized events and initiatives, the association itself and their membership recruitment activities.
 - Organize promotional and membership recruitment activities.
 - Have access to promotional events (Associations on Display) and dedicated communication tools, aimed at promoting association activities in general.
 - Have access to dedicated tools for event promotion and recruiting activities. These tools are specified in the Operational Regulations.
4. Non-registered associations may carry out specific activities and events, at the discretion of the CASA Committee.
5. In order to be registered and have access to services, it is essential that associations maintain their decision-making autonomy at the local level, carrying out their activities without the influence and pressure of third-party organizations (such as, for example, other registered associations) or of a higher level. For associations that are part of a network, only those that are part of student networks will be admitted to the register and have access to services.
6. To be admitted to and stay on the register, associations must:
 - comply with the laws, regulations and principles that regulate the activities of students and associations within Bocconi University;
 - operate with methods that do not oppose the values of the University;
 - complete the registration renewal process within the set deadlines;
 - have a certificate of incorporation and a statute in which it is declared that the association does not practice any form of discrimination (such as, for example,

discrimination based on race, religion, sexual orientation, gender or disability). Each association must make transparent admission criteria and criteria for the choice of leadership and provide for a membership fee. Academic performance may not be a criterion for admission to an association. Any changes to the statute must be communicated in a timely manner to the appropriate offices;

- in the statute, sign a declaration in which the association pledges to not adopt potentially humiliating conduct (hazing) towards members or other persons and the leadership pledges to immediately report any conduct of this kind;
- annually submit a list of all members and leadership (President, Vice President) and pledge to immediately communicate any changes. A student may have a leadership role in only one association;
- each year, disclose any existing partnerships with associations at other universities and other organizations that may be held/created during the year and any initiatives that they intend to schedule. Any changes must be communicated to the appropriate offices in a timely manner for their authorization;
- when creating or renewing an association, provide a list of third-party subjects that financially support the association's activities;
- clearly and carefully describe the association's relationship with the University for all activities and on all informational and promotional materials. Associations must be defined as "Association promoted and managed by Bocconi University students";
- include the following provision in all contracts: "The parties herein agree and understand that Bocconi University is not a part of this contract and that Bocconi University is not responsible under any circumstances for the fulfilment of this contract";
- not suggest in any paper or digital publication, radio or television broadcast, performance in public or another location, that they represent the University's opinions and points of view, but only and exclusively those of the association.

7. In addition to the requirements listed in article 6 of these regulations, associations must submit the following in order to enroll in the register:

- A list of at least 10 founding members who are Bocconi University students, with an indication of the candidates for the association's leadership roles. Each student may be a founding member of only one association
- 150 signatures of Bocconi University students that support interest in the activities promoted
- A report that clearly explains the association's goals and plan of activities that it intends to promote during the academic year
- Other elements subject to evaluation will be explained on the website on the page dedicated to the related academic year

There is only one timeframe during the academic year for enrolling a new association in the register.

All the detailed information will be explained on the website on the page dedicated to the related academic year.

Applications submitted outside the timeframe indicated will not be taken into consideration.

After approval from the CASA Committee, recognized student associations will obtain the benefits and responsibilities specified above.

8. In addition to the requirements listed in article 6 of these regulations, the following is required in order to renew enrollment in the register:

- A list of members (at least 20 Bocconi students)
- Organization of at least one event or any other activity considered to be of value to the university and students during the academic year
- A report on the activities carried out during the academic year

Any other elements subject to evaluation will be explained on the website on the page dedicated to the related academic year.

9. After verifying the documentation submitted, the CASA Committee may request further information from the association, or put in place actions aimed at correcting any anomalies, within 15 business days of its declaration.

There is only one timeframe for renewing association registration during the academic year.

10. Associations shall be committed to avoiding and opposing any conduct, both on and off campus, that could damage the mental or physical health of a student or any other person, undermine their dignity or put them in a situation of considerable stress or that could be understood as discriminating of any kind.

As a mere example, battery, forced tattoos, forced consumption of alcohol, drugs or other substances, sleep deprivation or forced isolation are unacceptable.

The signing of confidentiality contracts by members of an association is also not allowed. Any conduct of this kind shall entail submission of involved students to the Disciplinary Board and suspension of the association responsible for such conduct.

11. Students with leadership roles assume the responsibility of making sure all members of the association are aware of the University's regulations, while protecting the principle of individual responsibility.

12. Associations may not be for profit and they may not distribute profits.

13. Fundraising activities may not be carried out on campus. Any fundraising activities must be agreed upon with the relevant organizational unit.

Any agreements with third parties of Bocconi University must be authorized in advance by the University.

C. GUIDELINES FOR ORGANIZING EVENTS

1. INTRODUCTION ABOUT VALUES

Before providing the indications included hereinafter, a basic guiding principle should be kept in mind: when defining an event – i.e., when choosing aspects such as when it will take place, guest speakers and topic – **Bocconi University’s reputation and image must always predominate** in the overall configuration of the initiative. This means that all possible opportunities to exploit the name and image of the University commercially or through the media must be prevented.

This principle shall predominate without exception over any regulation or rule defined hereinafter and must guide the actions of anyone – Associations, Groups or individual students – promoting events on or off campus.

This guiding principle also applies to both in-person and online events and activities.

2. ATTENDEES AT INITIATIVES OPEN TO THE PUBLIC

Proposed events must be **dedicated to the entire Bocconi community** and must be **open to the participation of all students**. Events or initiatives dedicated to specific groups within the University are not admissible (e.g. students from one class group, students from one program, students from one School, etc.), unless agreed upon and defined with the organizational units and supervisors of reference (School Deans, Program Directors, Course Directors, etc.). The CASA Committee will redirect any such proposals to the qualified organizational units.

3. LOCATIONS AVAILABLE FOR INITIATIVES

Activities considered on the Bocconi campus are all initiatives that are carried out on the areas pertaining to the University, therefore including dining areas and sports areas: Ristorante Bocconi, B.Bar, Openside, gym, 5-a-side soccer field and any other spaces built in the new area of the campus. Events may not be organized inside the Bocconi Residence Halls.

4. VALID INITIATIVES

All initiatives and events – in person and online – promoted by Student Associations, individual students/ groups of students not organized into associations or representation groups must be submitted to the CASA Committee (with the exception of representation groups as described in paragraph 5 below).

Initiatives proposed by the Student Media Center (SMC) that are NOT part of the area of normal activities performed by the SMC must also be submitted to the CASA Committee.

Events organized as part of the “Arts and Humanities” activities are assessed and pre-authorized by the Arts and Humanities Committee, but are still required to follow the rules of the CASA Committee which will ratify the authorization.

Events that meet the following requirements may be positively assessed by the CASA Committee:

1. Do not overlap with institutional initiatives. The following activities overlap with University activities:

- All training and teaching activities (e.g. classes, exercises, lectures on soft skills, workshops, etc.)
- Activities for relations with companies/institutions (foundations, public organizations, non-profits, international organizations, etc.) aimed at managing initiatives and processes for recruiting, employer branding, career guidance, internships, placement, etc.
- Activities related to academic-administrative aspects (e.g. aspects related to the Bocconi admissions process, methods and criteria for allocating financial aid, international programs and internships and any other functions attributed to the University's organizational units).
- Commemoration events of various natures (national and international) carried out on campus. Any celebration is of exclusive jurisdiction of the University.
- Agreements stipulated with companies/institutions or their intermediaries aimed at governing an ongoing collaboration that provides for more than one activity. Events of this nature may be carried out in close collaboration and coordination with qualified offices, if deemed necessary and appropriate.

- 2. Are chaired by a member of the [Core Faculty](#)**, if the event involves external guest speakers, as described in section C.
- 3. Involve external guest speakers other than** those listed in point 7.1 below, unless advance authorization has been requested.
- 4. Guarantee a plurality of points of view and opinions**
- 5. Provide for a panel of guests that respects the values of Diversity and Inclusion**
- 6. In general, comply with the guidelines described in this document**

The types of activities that can be requested are:

- **Internal meetings** (operational meetings for associations/groups of representatives without guests and without external promotion)
- **Events open to the public without external guests**
- **Events open to the public with external guests**
- **Promotional desks**

5. TOPICS OF PROPOSED INITIATIVES

Bocconi students and their groups and associations may not organize events or meetings that overlap or interfere with institutional activities at the University, as described in point 4.1 above.

Student representatives are free to organize meetings focused on debate and discussion of University activities, both academic and administrative, complying with the rules for these kinds of meetings.

6. MEMBERS OF THE CORE FACULTY

All events promoted by students, Groups or Student Associations involving guest speakers from outside the University must include participation of a member of the [Core Faculty](#).

Direct involvement of a member from the Core Faculty is essential and should be based on the **specific expertise** of the faculty member regarding the topic discussed and the **congruity between the faculty member's experience and the standing/role of the external guest speakers** invited.

Members of Core Faculty involved must explicitly and knowledgeably express an assessment of the content and configuration of the event submitted to them.

7. EXTERNAL GUEST SPEAKERS

The CASA Committee supports the organization of events that allow analysis of a topic from a variety of different points of view. The objective is that there is real opposition among the individuals participating in the event. Where possible, it is always desirable to provide for a moment for debate and discussion amongst participants in the event.

When external guest speakers are invited to events organized by representation groups/associations/individual students, the following guidelines must be complied with:

- a. Expertise:** biographies/CVs for speakers that are included on panels must demonstrate a specific expertise and experience regarding the topic.
- b. Pluralist view:** inviting external speakers must have the objective of guaranteeing that the topic is discussed and debated from more than one point of view and/or position. Therefore, the panel must include several guests with different mindsets.
- c. Wide-ranging focus** that is not only based on an individual guest or individual company: the panel must be organized so that it is not a promotion of a company or individual. Therefore, a plurality of guests must attend.
- d. Suitability:** in the event of guests involved in situations with particular media importance or guests involved in criminal offences, the suitability of the invitation should be assessed and potentially checked in advance with the appropriate offices.
- e. Diversity and Inclusion:** the make-up of the panel of guests must ensure compliance with these values.

7.1 EXTERNAL SPEAKERS TO BE INVITED ONLY AFTER SPECIAL AUTHORIZATION

Some specific institutional figures and/or people connected with institutional organizations at the University **may NOT be invited** to participate in events that are not directly promoted by the University. Any exceptions may be allowed only after making the proper verifications with the University's top management, by contacting the Organizational Office of the Committee.

A failure to complete these verifications or contacting the interested party before formal approval from the University may result in disciplinary sanctions for the President of the association or representation group or the person promoting the inappropriate contact.

In particular, direct invitations may not be sent to the individuals indicated in attachment 1A.

In the event an association or group would like to contact an external guest speaker that is part of one

of the categories listed in **attachment 1A**, an **advance internal verification** must be requested (by sending an email to comitatocasa@unibocconi.it). Only after receiving **authorization** from the University can the association or group get in touch with the external guest speaker, by exclusively using the **institutional invitation template** used to invite individuals with an institutional or political role or with executive roles in companies or institutions that are partners with the University (attachment 1B).

It shall be understood that any regulations/polities approved by the University at the general level may be integrated into these Regulations.

7.2 POLITICAL REPRESENTATIVES

If the event's topic has political importance, the attendance of speakers able to propose different perspectives and positions must be provided for. Politicians may be involved only if the panel of guest speakers ensures **debate among peers** or political parties, with the exception of individuals who have held institutional positions of particular importance (e.g. President of the Republic, Prime Minister, President of the Chamber of Deputies or Senate).

During periods of **electoral campaigns** (European, administrative, regional, political campaigns) – and specifically in the three months that precede an electoral termination – the following people **may not be invited** to events as speakers:

- political representatives (to be defined by the Committee, depending on the specific election);
- individuals registered on any electoral list.

The promoters of an event must undersign a **declaration** which certifies that the speaker(s) proposed are not candidate(s) on any electoral list.

If the events already approved by the Committee occur during a period of electoral campaign, these events may be automatically suspended by the Chairman, who must provide an appropriate motivation to the members of the Committee.

8. INITIATIVES WITH COMPANIES/INSTITUTIONS ONLINE OR OFF CAMPUS

When defining an initiative, the association (or group) making the proposal must always maintain contacts with the company, organization or institution involved in order to protect the University's reputation and image and safeguard relations between the parties.

Association representatives must therefore be careful and timely in communications with invitees and notify them in a timely manner regarding confirmations and any changes to the program.

Initiatives with companies/institutions online and off campus may be organized only after **verifying their feasibility** with the Market & Partners office, by writing an email to anna.airoldi@unibocconi.it with details regarding speakers, content and logistical-organizational aspects of the initiative. The **authorization request form** must be attached to the email.

After receiving initial approval, the proposal for the initiative may be submitted to the CASA Committee for their approval, according to the methods and timelines set out in the Operational Regulations.

Each association may organize a maximum of **two (2) initiatives per semester** and in any case, not at companies/institutions that are corporate donors belonging to the 1902 levels of Strategic Partners, Benefactors, Major Supporters and Corporate Associates.

Under no circumstances may company visits be organized with companies/institutions listed in **attachment 1A** of this document.

In online mode or at the company: the same rules apply.

9. FUNDRAISING AND TICKET SALES

Tickets (to shows, venues, etc.) **may not be sold** on campus for outside initiatives/organizations, and funds may not be collected for personal or third party activities, including those for charity purposes, excepting in cases of institutional activities.

Any funding requests that may represent indirect transfers to outside organizations (e.g. exhibit rental, purchasing publications or flyers) will not be approved.

10. EVENTS IN COLLABORATION

If an on-campus event is promoted by an individual or a Bocconi association and uses the collaboration of **associations or groups from outside the University**:

- Promotional materials may not use their names or logos, except for indicating the position of individual guest speakers;
- The outside association may not promote the event as their own, not even in their own promotional materials (whether digital or hardcopy).

If an event approved by the CASA Committee – on the Bocconi campus – is connected to a larger program of external events (which are held at a city, province, national level, etc.):

- Internal promotional material may include the phrase “As part of...”;
- The Bocconi event cannot and must not be written on the poster of the program for the organizing organization’s activity at an external local/national level.

11. SPONSORS

All sponsors must be announced when requesting funding from the University.

Before contacting companies/institutions as potential sponsors, promoters of the event (associations/student groups/individual students) are required to **verify feasibility** with the Market & Partners office (anna.airoldi@unibocconi.it), for better coordination with University fundraising activities.

Promotional material for any event approved by the CASA Committee may not include references to sponsors, excepting when it has been agreed upon with the University. In this case, the sponsor’s logo may not be included on promotional material, but the phrase, “in collaboration with...” may be used.

12. EVENTS WITH THE BOCCONI ALUMNI COMMUNITY

Involvement of the Bocconi Alumni Community in development and management (finding and making available speakers, promotion, etc.) is welcome for events proposed on campus. In that case, contribution given to the event can be recognized by placing the phrase “in collaboration with the Bocconi Alumni Community” at the bottom of the poster/flyer. Involvement of the Bocconi Alumni Community must be

communicated when requesting approval for the event.

13. PRESENTATIONS OF BOOKS, PUBLISHED PRODUCTS AND PRODUCTS IN GENERAL

Events may not be organized which are set up as presentations of books, published products, and sales of such may not be organized on campus.

Any sales activities may be managed or organized by the Egea publishing house.

If an author of a book, published product or the creator of a specific product is invited, the event must:

1. have a **title different** from the title of the book, published product or name of the product;
2. focus on a **topic that is of general interest**, and not on the product itself (book, published product, product, etc.).

14. FUNDING

The Committee makes use of the **endowment fund** for student activities, which is defined each year. No additional funding for initiatives or activities, other than what is requested from the CASA Committee, may be requested from other offices/services at Bocconi University. Allocation criteria used by the Committee when assessing requests for funding aim to favor the quality of initiatives, general interest of topics proposed and the solidity of the implementation plan.

The **process for accessing** funding is described in the Operational Regulations.

ATTACHMENT 1A

LIST OF INDIVIDUALS WHO MAY NOT BE SENT DIRECT INVITATIONS

- Heads of state and government; members of government/executive branch (ministers and/or undersecretaries); General Directors/Secretary Generals of the Presidency of the Republic, Presidency of the Council and Ministries.
- Members of Parliament (President of the Chamber of Deputies, President of the Senate, elected Members of Parliament, etc.) and Secretary Generals.
- Members of the organs of government with judicial power, in particular for Italy: President and Members of the Constitutional Court; President and Council of the Court of Cassation; Members of the Consiglio Superiore della Magistratura; President and Council of the Presidency of the Council of State.
- President/Governor and Board Members of Central Banks.
- Presidents of authorities, supervisory boards, stock exchanges.
- Presidents/Secretaries General/members of executive organisms of any name, of political parties and union associations.
- Presidents/Secretaries General/members of executive organisms of any name, of leading employer associations and of churches and religions.
- Diplomatic corps (Ambassadors and General Councils which are Italian or from other countries).
- Representatives of the European Commission: President, Commissioners, Directors General.
- Representatives of the European Parliament: President and elected Members of Parliament.
- Representatives of the European Council: President.
- Representatives of international organizations: IMF, UN, WTO, FAO, UNHCR, WHO, NATO, etc.: Chairman/Managing Director and Board Members.
- Members of the [University Board](#) or its related units (list available [HERE](#)).
- Members of the University's Advisory Board or its related units (list available [HERE](#)).
- Company executives (President, Managing Director and/or General Director) representing corporate donors belonging to levels 1902 Strategic Partner, Benefactor, Major Supporter and Associates.

ATTACHMENT 1B: INSTITUTIONAL INVITATION TEMPLATE

To: FULL NAME
ADDRESS

RE: INVITATION TO PARTICIPATE AS A GUEST SPEAKER AT THE EVENT “_”

Dear_

I am writing to you as a representative of the student association “_____ Bocconi Student association” at Bocconi University.

The University promotes student activities and encourages students to contribute to the cultural and intellectual life of the campus, including through the organization of activities, debates and conferences.

The association would be delighted to host you as a guest speaker at an event that is currently in its planning stage, entitled “_____”. The initiative will be entirely organized by the student association after receiving approval from the University and will focus on_____. The other speakers **invited/we would like to invite** are:_____and____. Professor____, professor of__and a member of the Core Faculty at the University, will moderate the event.

We hope you will consider this a formal invitation to speak at the event. The actual date of the event and its content will be subject to approval by the qualified university bodies. The decision will depend on assessments based on availability of locations, timelines and the overall calendar of events on campus.

As soon as we receive the results of this assessment, we will be able to provide you with a confirmation of the event, along with the day and time it will be held.

We would also like to inform you that, because it is a student event, University bodies or top management, such as the University Bocconi President, Rector or Managing Director, are generally not involved.

If you decide to accept our invitation, our association will therefore have the pleasure of welcoming you to our University.

We truly hope you accept this invitation and we would like to thank you for your time. Sincerely,
XXXXXXXXXX Student Association