CASA COMMITTEE

COMMITTEE FOR THE COORDINATION OF STUDENT AND GROUP ACTIVITIES

OPERATIONAL REGULATIONS A.Y. 2023/2024

Update January 2024

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These Operational Regulations are an integral part of the General Regulations and indicate the operational and technical procedures for carrying out association activities.

Because they function as an operational guide, these Operational Regulations are valid for one academic year and may be subject to changes, clarifications or additions throughout the year following decisions taken by the CASA Committee.

1. SUBMITTING AN ACTIVITY REQUEST

    A. **EVENTS**
    B. **ONLINE OR OFF CAMPUS ACTIVITIES WITH COMPANIES AND INSTITUTIONS**
    C. **BOCCONI COMMUNITY GATHERINGS**
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All student activities – whether proposed by student associations, representation groups or individual students – are approved by the CASA Committee, which meets periodically to evaluate their content and possible allocation of funds.

For some types of events and activities, simplified approval processes are available, based on the content, the number of participants and general impact on spaces, resources and the image of the University.

In order to ensure optimal organization of activities, the CASA Committee might approve a maximum of 2/3 on campus events and initiatives per day. For this reason, student associations are invited to check through the calendar in concept event other possible requests on the same day.

For organizational reasons, **hybrid events and activities are not allowed** at the moment.

Activities are classified as follows:

A. EVENTS
An on-campus or online initiative open to the Bocconi Community and/or the public, that involves **external guest speakers** and/or provides for any **form of promotion.**
In order for the CASA Committee to be able to evaluate an event proposal, the student association (or group) making the proposal must complete and submit a new "event idea" through the dedicated online platform (Concept Event) **by the deadlines set out** for the current academic year and published online **HERE**.

The **date proposed** for the event **must be at least 10 calendar days after the date of the CASA Committee meeting.**

Documents required for the evaluation, which must be uploaded online by the association through the Concept Event platform in the "attachments" section of the Event Idea, are the following:

    i.   **Detailed program** of the event that specifies the topic, the speakers involved, the content

and the approximate duration of the talks, as well as any other useful information for defining the content of the event.

ii. **Biographies/CVs** of external guest speakers on the panel, that provides evidence of the speaker's specific expertise and/or experience regarding the topic and that, more in general, provides information on his/her professional career. The guest panel must also ensure a balance in the representation of the companies involved. No more than two guests from the same company can be invited. Gender diversity within the panel of guest speakers must also be respected (without considering the professor moderating the event).

iii. **Confirmation** of the internal speaker, i.e. the email that the faculty member – **member of the [Core Faculty](#)** – confirms to the association his/her participation in the event as moderator on the day and time agreed. This email must be as detailed as possible and show that the internal speaker has been informed of the details of the event.

iv. In case of on campus events, it is advisable to upload the **confirmation of external guests**

v. **Promotional material**, i.e. a copy of any content aimed at promoting the event. Examples include posts or publicity campaigns to publish online through social networks, posters, etc.

vi. **Declaration of non-candidacy form** from the external guest speakers invited, if required (during an electoral campaign, i.e. the 3 months preceding an election)

vii. **Funding application (if applicable)**, indicating the exact amount requested and the purpose of the expense.

⚠️ **Failure to submit one or more of the documents listed above will make the event incomplete and therefore result in the Committee to automatically rejecting the initiative.**

Please note: **Refer to the General Regulations** for information on the **type of external guests** who can/cannot be invited.

Multi-day events:

Associations may apply to the CASA Committee for approval for events that take place over multiple days, but in that case these guidelines must be followed:
- Each association may submit a maximum of one request per academic year.
- The request must be submitted to the CASA committee at least 2 months in advance
- Event days cannot include Saturdays, Sundays, holidays or "bridge" periods
- The starting time of the event must still be after 6 p.m.

🖥️ **ONLINE EVENTS:**
- **Platforms**: For events held online (with the participation of external guests) approved by the CASA Committee, only the Microsoft Teams platform may be used. They may not be recorded and/or streamed on social networks.
- **Schedule**: Online events can take place after the end of classes, starting from 6pm.
- **Audience**: Events shall be reserved for the Bocconi Community and the participation link must also be shared with the CASA Committee (comitatocasa@unibocconi.it) before the start

of the event.

ON CAMPUS EVENTS:

- **Schedule**: Events can be held from 6:15pm to 8:30pm. The desired starting time is 6:30pm.
- **Audience**: Participation in Association events is limited to Bocconi Students and Staff and Faculty members. Should the association wish to open the event to the public outside the Bocconi Community, this request must be specified when submitting the event application. The CASA Committee will consider whether or not to grant the opening to the outside public. If no request is made by the association, it is understood that the event is reserved for the Bocconi Community.
- **Modality**: It is possible to organize on campus events only if the guests, the moderator and the public are on campus.

> After the event, student associations are **required to fill out the dedicated form** aimed at **monitoring student participation and the outcome of the event.**
> The form is available [here](#).

B. ONLINE OR OFF-CAMPUS ACTIVITIES WITH COMPANIES AND INSTITUTIONS

An initiative held off campus or online, that provides for the involvement or contact with a company and/or institution (examples include: company visits, active participation in trade fairs or conferences, visits to institutions or organizations, networking initiatives, etc.). These initiatives are reserved to the members of the proposing association only.

Before submitting the request to the CASA Committee, the **feasibility of the initiative must be pre- verified** with the Market & Partners office as described in the General Regulations, by filling out the **dedicated form** available also on the website and sending it **via e-mail to Anna Airoldi** (anna.airoldi@unibocconi.it).

In order for the CASA Committee to be able to evaluate a proposal for an activity with companies/institutions, the student association (or group) making the proposal must complete and submit a new "event idea" through the dedicated online platform (Concept Event) **by the deadlines set out** for the current academic year and published **HERE.**

The documents required for evaluation, which must be uploaded online by the association through the Concept Event platform in the "attachments" section of the Event Idea, are as follows:

i. **Detailed program** of the initiative that specifies the topic, the list of representatives and/or speakers involved and any other useful information for defining the content of the event.
ii. **Promotional material**, i.e. a copy of any content aimed at promoting the event. Examples include posts or publicity campaigns to publish online through social networks, posters, etc.
iii. **Screenshot of the pre-approval granted by Market & Partners direction.**

Failure to submit one or more of the documents listed above will make the event incomplete and therefore result in the Committee to automatically rejecting the initiative.

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When submitting requests for activities involving companies or institutions, associations must follow the procedure below. These indications have been designed in compliance with the agreements with Bocconi employer partners and with the coordination of the actions of the various Bocconi stakeholders, maximizing their effectiveness. This procedure also aims to ensure clearer and more transparent communication of employment opportunities and also recognizes associations' contributions in finding new job opportunities for students.
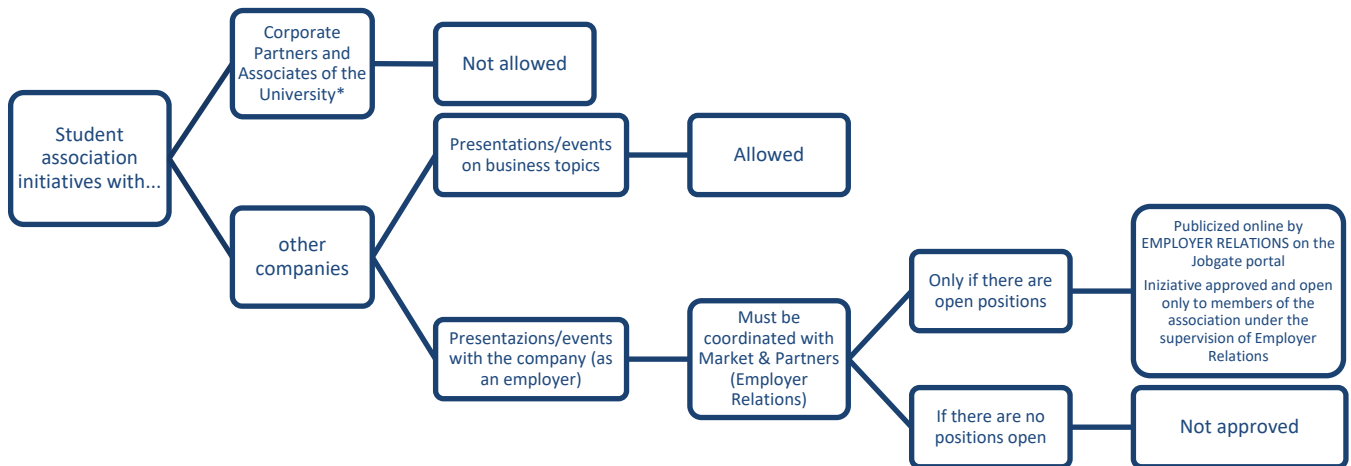
* The various levels of partners and associated companies are indicated in the General Regulations

C. BOCCONI COMMUNITY GATHERINGS

An initiative open to the Bocconi community and that provides for any form of promotion, but that does not involve external guest speakers and/or attendees from outside the community (examples include debates, presentations of the association, new member admission sessions, simulations, etc.).

ONLINE: Pre-authorization from the CASA Committee is not required. The activity can take place on an online platform chosen by the association.

ON CAMPUS (CLASSROOM): In-person gatherings can be held on campus.

- **Request:** The student association (or group) making the proposal must complete and submit a new "event idea" through the dedicated online platform (Concept Event) **at least 8 business days** before the date on which the initiative will take place.
- **Required documents:**
  - The detailed **program** of the event, which indicates the topic, any internal speakers involved and any other useful information for defining the content of the event must be submitted at the same time as the request for approval of the initiative, in the "attachments" section of the Event Idea.
  - At the discretion of the association, this documentation may be accompanied by a related **funding application**, which indicates the exact amount requested and the purpose of the expense. In that case, the funding application must be submitted at the same time as the documents listed above, using the appropriate online platform (Concept Event).
- **Schedule**: Gatherings can be held from 6:15pm to 8:30pm. The desired starting time is

6:30pm

D. DESKS

Information desk to promote an initiative already approved by the CASA Committee or to raise awareness in the Bocconi community on national/international days dedicated to social issues.

Update 24 March 2022: any request must be brought to the attention of the CASA Committee sending an email to comitatocasa@unibocconi.it at least 10 working days in advance and will be evaluated also in consideration of the current regulations.

The request must include the **program** of the initiative, that indicates what event or social issue will be promoted and a **copy of the poster** and/or any other promotional material.

At the discretion of the association, this documentation may be accompanied by a related **funding application** that indicates the exact amount requested and the purpose of the expense.

In that case, the funding application must be submitted at the same time as the documents listed above.

E. INTERNAL MEETINGS

Meeting aimed at members of an association or representation group, communicated through an existing contact list that **does not require promotion** online or through printed material.

If an individual not enrolled in a Bocconi degree program or a SDA program participates in any capacity, the initiative cannot be considered an internal meeting.

ONLINE: Pre-authorization from the CASA Committee is not required. The activity can take place on an online platform chosen by the association.

ASSOCIATIONS AREA (Isonzo): Starting in the 2021-2022 academic year, the University has made available to associations 6 rooms, located in the Viale Isonzo Residence Hall. Reservations can be made through on **online dedicated form at least 24 hours before the meeting.**

ON CAMPUS (CLASSROOM):

In order for the CASA Committee to be able to evaluate a proposal for an internal meeting, the student association (or group) making the proposal must send an email to the Organizational Office of the CASA Committee (comitatocasa@unibocconi.it) and the Academic Affairs office (esami_aule@unibocconi.it) at least **2 business days** before the date of the meeting, indicating **date**, start and end **times**, **number of participants** and a short **description of the activity**.

Other Campus Life spaces can be requested and assigned according to the type of event/availability.

Students not organized into an association/group who intend to propose activities should be aware of the following:

- "Internal meetings" are not available to them
- All approval requests for an initiative and any related funding requests must be submitted at least 10 days before the meeting of the CASA Committee by writing to

comitatocasa@unibocconi.it, specifying the type of initiative and necessary details.

F. COMMUNICATION ACTIVITIES
- **DIGITAL COMMUNICATION ACTIVITIES (COMMUNICATION PLAN)**

Starting from the 2020-2021 academic year, student associations can organize online initiatives via social networks or other platforms with the participation of external guests.

The request must be submitted through a dedicated form with the same deadlines for event requests (5 business days before the CASA Committee meeting).

The following must be attached:
- CV and short presentation of the external guest
- Program of the initiative
- Approximate period of the activity
- Confirmation from a faculty member belonging to the Core Faculty who approved the initiative (in advance) or who is committed to approving it after the fact (before its publication)

Submitted requests will be evaluated in the earliest available meeting of the CASA Committee.

- **COLLABORATIONS WITH NEWS PUBLICATIONS OR SIMILAR ORGANIZATIONS**

In the event of collaborations with news publications or similar organizations, student associations must submit a request in advance to the attention of the CASA Committee, in particular the Corporate Marketing and Communication Unit.

G. VARIOUS ACTIVITIES: GUIDELINES

1. **PARTNERSHIPS:**

   a. **Partnerships with other student associations/networks:** A request must be submitted to the CASA Committee.
   b. **Partnerships with other organizations:** A request must be submitted to the CASA Committee. The request will also be assessed in consideration of consistency with the association's activities
   c. **Partnerships with companies/institutions:** Not possible

2. **PROMOTION OF THIRD-PARTY INITIATIVES THROUGH THE ASSOCIATION'S CHANNELS**
   a. **Initiatives held by other student associations:** A request must be submitted to the CASA Committee. In the event a Bocconi student association belongs to a national/international network, this authorization is not required.

   b. **Competitions/conventions/courses in which the association would like to participate:** A request must be submitted to the CASA Committee.
   Funds are not available to participate in these events. Depending on the type of initiative, the request may be shared with the Dean of the School of reference and published on the Bocconi website. In the event a Bocconi student association belongs to a national/international network, it will simply be necessary to inform the CASA Committee. If the initiative is for all students, a request must be submitted to the CASA Committee.
   c. **Initiatives held by companies and institutions:**

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i.   Corporate Partners/Associates/supporters: Requests may be assessed if the initiative does not overlap in any way with institutional activities (teaching, placement, etc.). Requests must be submitted to Market & Partners (anna.airoldi@unibocconi.it) for a pre-assessment, while the final decision is the responsibility of the CASA Committee.

ii. Others: Requests may be assessed if the initiative does not overlap in any way with institutional activities (teaching, placement, etc.). Requests must be submitted to Market & Partners (anna.airoldi@unibocconi.it) for a pre- assessment, while the final decision is the responsibility of the CASA Committee.

3. **SPONSORSHIPS**
   a. **Sponsorships from third parties for events and competitions:** Requests should be submitted to the CASA Committee.
   b. **Sponsorships from companies/institutions for events and competitions:** Requests should be submitted to Market & Partners (anna.airoldi@unibocconi.it) for a pre- assessment, while the final decision is the responsibility of the CASA Committee.

   In these cases, if the sponsor is approved, the sponsor's logo may not be included in the promotional material, but the phrase "in collaboration with…" may be used.

The following chart summarizes the methods and timelines for submitting an event request, based on the type of activity.

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Summary of Methods and Timelines

Type of Initiative	Location	Request Time	How to Make a Request	Subsequent Steps
EVENTS (open to the Community with external guest speakers)	- **On campus** - **Online Microsoft Teams**	**One week before** the meeting of the CASA Committee	Concept Event – EVENT workflow	If approved by the CASA Committee, the request will continue the process for assigning rooms through the Concept Event online platform
ACTIVITIES WITH COMPANIES OR INSTITUTIONS	- **Off campus** - **Online**	**One week before** the meeting of the CASA Committee	1. Via email to obtain a pre-approval by Market & Partners via email 2. Concept Event – EVENT workflow	If approved by the CASA Committee, no further steps are required
BOCCONI COMMUNITY MEETINGS (open to the Community without external guest speakers)	- **On campus**	At least **8 business days before** the initiative	Concept Event –BOCCONI COMMUNITY MEETING workflow *	Campus Life sends the request to the CASA Committee delegates. After approval by both delegates, the request will continue its process for assigning rooms through the Concept Event online platform
	- **Online platform chosen by the association**	No request	No request	ND
INTERNAL MEETINGS (no promotion required) *	- **On campus - classroom**	At least **2 business days before** the meeting	For **Bocconi classrooms**, 1 email sent to these addresses in cc: • comitatocasa@unibocconi.it • esami_aule@unibocconi.it indicating the association, date, start and end times, number of participants and short description of the activity	The Academic Services office will assign a classroom via email.
	- **Associations Area** (Isonzo)	At **least 24 hours before** the meeting	Fill out the dedicated form.	Keys for the area should be picked up at the Bocconi building reception desk.
	- **Online**	No request	No request	ND
Promotional **DESKS**	- **On campus**	At least **8 business days before** the initiative	Via email to comitatocasa@unibocconi.it	If approved, it will be necessary to submit the request through Concept Event

2. ROOMS, SET UP AND EQUIPMENT

In order to organize activities and initiatives, the University makes rooms and equipment to available associations and group. The association promoting the initiative that has been assigned a room on-campus is **responsible** for the correct use of the room, the furniture and the equipment therein. In the event of damage, negligence or malfunctions that were not previously reported the CASA Committee reserves the right to apply **possible sanctions** against the association.

2.1 Available Areas

Student activities can be held, if authorized and provided rooms are available, in the pertinent Bocconi classrooms. Any possible request to use dining areas and sports areas to hold activities must be authorized by the CASA Committee. Activities planned by associations or representation groups cannot be organized for any reason in the common areas of the Bocconi Residence Halls.

For the promotion of initiatives through **desks**, the desk can be set up in the areas dedicated to this kind of activity, as indicated by the offices.

2.2. Allocation of Rooms

Room allocation will occur after approval of the initiative, by the organizational units that manage it. Allocated spaces are not always those requested; **the final allocation depends on availability** on the days and times requested and is only finalized through the online platform.

Areas in the Bocconi Residence Halls may not be allocated to student activities.

2.3 After-Hours Events

Bocconi buildings are open at the following times:

- **Velodromo**: Mondays through Fridays until 9:00pm; Saturdays from 8:00am to 1:00pm;
- **Sarfatti 25**: Mondays through Fridays until 9:00pm; Saturdays from 8:00am to 7:00pm. After-hours events must be approved in advance by the CASA Committee.

2.4 Set Up and Equipment

All Bocconi classrooms are equipped with one **PC, video beam and microphone. Other Bocconi equipment**
can also be requested, and will be provided when possible:

- additional microphones;
- name plates for speakers (please note that blank name plates will be provided and each association has the task of inserting the printed names of each speaker on the name plates);
- assistance from one of the classroom operators in the 10-15 minutes prior to the event, to make sure all equipment is in working order
- for events with more than 3 speakers, we suggest the option of requesting an extra table to place next to the front desk in the classroom, where possible
- reception/check-in desk at the entrance of the classroom

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Requests for **setting up the room** should be made **through the [Event Bureau](#) platform**, by completing and sending **the "set up form" section.**

The set-up section can be completed only after confirmation of the room assignment on Concept Event and in any case at least three business days before the event, to allow the University to verify the requests and prepare the required services.

If preparations include services not available at Bocconi and which therefore must be requested from outside   suppliers (e.g. video recording, translation service, etc.), the interested groups/associations are encouraged to   contact the Organizational Office (**allestimenti@unibocconi.it**) well in advance to request related estimates   and verify the feasibility of services.

2.5 Number of Participants

The association is responsible for safely carrying out the event. This is why, if the features of the speakers or the event suggest a large audience turnout, above the capacity of the classroom, the association is   encouraged to organize a **registration system for participants**, to manage queues and priority admission to   the room. This will prevent activities in progress in the building and nearby rooms from being negatively impacted.

For this purpose, the Bocconi form (please refer to the Events Office for information) or the free system
Eventbrite, available online, should also be used.

3. CHANGES TO AN EVENT

Any and all **changes to the day and/or time or cancelations** of initiatives already approved (including in online mode) must be reported by email in a timely manner to **comitatocasa@unibocconi.it**.
Changes to on-campus initiatives must also be sent to the Events Office (barbara.lupis@unibocconi.it) in order to allow the offices to make any resulting organizational changes.

Please remember that failure to report the cancelation of an event and therefore a wasted Bocconi classroom allocation may result in consequences for the proposing association. This will be evaluated by the CASA Committee on a case-by-case basis and may also include suspension of the right to submit requests for authorization of events for several sessions of the CASA Committee.

Any **changes to members of a panel** that was already approved (replacement or withdrawal of a speaker) must be communicated in a timely manner to the Organizational Office of the CASA Committee ([comitatocasa@unibocconi.it](#)), in order to allow them to be evaluated by the Committee or its delegates.

If the event undergoes significant changes, the CASA Committee reserves the right to postpone evaluation to   the earliest available meeting and submit the event to new approval.

4. FUNDING OF AN INITIATIVE

With the aim of supporting the development of student activities, the university annually sets aside funds to allocate to funding such initiatives. Funding takes on the form of **expense reimbursement.**

4.1. Submitting a Funding Request

Associations (or groups) that would like to take advantage of funding must **submit a request** at the same time as the request for approval of the initiative, **through the [Concept Event]() platform** in the "attachments" section of the Event Idea.

The initiative the funding is being requested for and the **amount** of the reimbursement requested divided into items (e.g. posters, online promotional campaign, etc.) must be indicated in the request.

If rejected, the funding request can be resubmitted a maximum of two times. Funding requests submitted after the initiative has taken place will not be accepted.

4.2 Expenses That May Be Funded

Expenses that may be funded include the following:

- Expenses to provide **publicity** to an initiative, with a maximum amount of **€100** and with the exception of activities promoting the association itself. Posters may only be printed to be posted on the appropriate notice boards and flyers may not be printed and distributed.
- Requests for **travel reimbursement:** (transportation only) for guests without significant economic resources who are coming from cities further than 80km from Milan, for work or residence. Reimbursements are not provided for authors during promotional campaigns for their books, members of parliament or members of governmental bodies or company representatives with prominent organizational roles.
- **Copyright** expenses, e.g. in case of film screenings or initiatives that require music to be played.

The following will not be funded:
- Expenses for speaker fees
- Expenses for catering and refreshments of any kind
- Expenses that represent an indirect transfer to external organizations (e.g. exhibit rental, purchase of brochures and flyers)
- Overnight stays and transfer expenses other than plane/train tickets (taxis, lunches and dinners, etc.).

Funding requests for initiatives **are subject to evaluation and approval** by the CASA Committee. Results will be communicated at the same time as results for approval of the initiative itself.

4.3 Visibility of Funding

All communication materials, included digital materials, created for promoting an event for which funding has been obtained must include the phrase "**Initiative funded with contributions from**

Bocconi University."   Failure to do so will result in forfeiture of the approved funding.

4.4 Methods and Timelines for Reimbursement

To obtain reimbursement of expenses approved by the CASA Committee, the methods and timelines described below must be followed, allowing the University to correctly manage administrative and fiscal procedures.

The following documents must be **sent** to the Organizational Office of the CASA Committee (comitatocasa@unibocconi.it) for reimbursement purposes:

a. **Copy of the invoice** containing the word "paid" (or accompanied by a related proof of payment) **issued to**:
    UNIVERSITA'   COMMERCIALE   LUIGI BOCCONI VIA SARFATTI, 25 - 20136 MILANO
    FISCAL CODE 80024610158
    VAT NO. 03628350153

b. **Report of activity** completed, signed by the "administrative representative."

c. Copy of all the **promotional material** produced, which must include the phrase "Initiative funded with contributions from Bocconi University."

d. A **screenshot** of any advertising campaigns on social networks.

Failure to submit one or more documents, documents submitted that have been incompletely or incorrectly issued or submission after the deadlines will result in the rejection of the funding request.

Documentation must be submitted at the latest **by the 20th of the month after the date of the invoice(s)**. If submitted after this deadline, reimbursement of the approved amount will not be processed.

For fiscal reasons, any reimbursement requests for initiatives carried out in the months of **November and December** must be submitted by the first working Friday in the month of December.

Due to restrictions established by Italian law, invoices/receipts submitted for the purposes of reimbursement must show exactly the **same amount** that was requested for funding. Therefore, if the associations bears further expenses, two separate invoices should be requested: one for the amount funded and the other for any residual amounts.

Documents showing a discrepancy will not be accepted and the reimbursement will not be completed.

In addition, the **absence or inaccuracy** of any information in the invoice billing address and information will   result in the failure to proceed with the reimbursement for the association or group.

5. PROMOTING AN INITIATIVE

After receiving approval for an event and being assigned a classroom, the University makes

communication tools available for the promotion of activities, as described below.

- Dedicated postmaster messages with all events approved by CASA for the following month
- Bocconi website, Events section
- yoU@B diary: each association may use a section in the student diary to enter the description of the association and the scheduled event
- Posters and signs
- The association's social media and website

5.1 Bocconi Website: Events Section-Student Initiatives

Inclusion of an event in the section dedicated to student initiatives on the Bocconi website (linked from the homepage) can be requested.

To do so, an **email must be sent to barbara.lupis@unibocconi.it** specifying: group/association organizing the event, date, time and classroom, title of the event, program of the event. The event's poster may also be attached.

5.2   Posters and Signs

Materials promoting events (posters and signs, etc.) must be uploaded to Concept Event before printing and related posting/distribution for verification that they conform to the CASA Committee's policies and related approval. Materials that are posted without approval may be submitted to the CASA Committee to evaluate possible sanctions.

If **changes** need to be made to promotional materials – because the organizing association wants to make a   change or by request of the CASA Committee – the association (or group) must send an **updated version to   comitatocasa@unibocconi.it** in a timely manner to receive approval of the new content.

Any changes made to already printed promotional materials must be clear and obvious (as an example: if the location is changed, a sticker should be added to correct the information regarding the classroom where the event will be held).

If the promotor of the event is an individual student, all promotional materials must clearly state with the student's name that he/she is the "supervisor of the initiative."

Posters may only be posted on the following notice boards:

- in the Cafeteria, in the "Sala Soggiorno" (Vending Machines rooms) at floor -1 and in the staircase on the parking lot side in the Via Sarfatti 25 building

- on the floor of each staircase in the Sraffa 13 building (Velodromo).

Notice boards set up for the promotion of association events can also be identified by appropriate signage.

University staff may remove Posters placed outside these areas.)

Student associations' posters:
- must have a max size = A3

- must not (even partially) cover or hide university notices or communications, or other associations' posters.
- must be removed the day after the event and in any case by 30 days after posting.

It is not possible to print and hand out flyers until further notice.

5.3 Association's Social Media - Website

Communication for an event on social media or on the web must adhere to the same principles defined above for printed materials.

For online promotion of an event, all **content must be submitted for approval** by the CASA Committee before publication and in the event of later changes.

To receive reimbursement of expenses for online promotion, **screenshots of the campaigns** and all material posted must therefore be produced, as well as invoices issued to Bocconi University (as described in article 4.4 above).

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