EVENTS OFFICE (EVEN)

SISSA

WHAT WE DO

- Organise and coordinate SISSA events
- Support event planning and logistics
- Manage invitations and hospitality for external and visiting guests
- Provide event materials and institutional gadgets
- Coordinate the SISSA events calendar

WHEN TO CONTACT US

- When planning or organising an event
- For event logistics and organisational support
- When inviting speakers or external guests
- For guests' travel, accommodation and hospitality
- For event materials and gadgets

INFORMATION TO INCLUDE

- Event/guest type, purpose and contact person; dates; venue and event needs; participants and speakers; hospitality and travel needs; materials and gadgets; budget and funding source.

CONTACT & USEFUL LINKS

- **General contact:** events@sissa.it
- Event request and planning tool: Conference Planning
- Guest invitation tool: Invite guest

EVENTS OFFICE (EVEN)

SISSA

PEOPLE & ROOMS

Head of office

- Silvia Faion- *room 213*

- Julian Giovannini - *room 218*
- Sara Greblo - *room 218*
- Alessandra Janousek - *room 251*
- Andrea Odorico - *room 251*
- Caludia Parma - *room 218*
- Nadia Pugiotto