



Booking your meeting – Student Mobility

Students can book a meeting with the Student Mobility office, by accessing the booking system at the following link:

<https://pianificazionespazi.luiss.it/portalePlanning/welcome.php>

You must then select “Luiss – Prenotazione spazi e servizi” from the drop-down menu and input your Luiss account credentials. We recommend using the incognito mode on your browser.

Select “nuova prenotazione” and fill out the required fields (task, campus, date, user information).

Students can select the best-suited type of task among the following:

- Student Mobility - Incoming exchange students (general queries)
- Student Mobility - Incoming exchange students (general queries) – Online
- Student Mobility - studenti Luiss (informazioni Free Mover) - Online
- Student Mobility - studenti Luiss (informazioni scambi internazionali) - Online
- Student Mobility - studenti Luiss (informazioni Summer School) – Online

After filling out the form please select “verifica disponibilità” (check availability). Depending on the type of meeting selected you will be able to pick the time for the virtual/in-person meeting for incoming students (only for urgent matters), between 10:00 and 12:00 and 15:00 and 16:00.

Each slot has a maximum duration of 15 minutes.

After confirming your booking, you will receive a summary email with the link to the virtual room.