

Lawyers at Work Checklist

Initiation

- ☐ Identify the need or interest for organising a Lawyers at Work-Events within the Local or National Group.
- ☐ Identify potential partner organisations (e.g. law firms, in-house legal departments).
- ☐ Review existing contacts, alumni networks, previous ELSA partners or personal connections.
- ☐ Decide on the most suitable format:
 - ☐ physical visit to one law firm or legal institution;
 - ☐ law trip to another city with visits to more than one firm;
 - ☐ summit event with several legal professionals;
 - ☐ online Lawyers at Work-Events;
- ☐ Propose a meeting or call to discuss possible cooperation.

Choosing the Format

- ☐ Discuss possible formats with the partner organisation.
- ☐ Consider accessibility and inclusivity aspects (online participation, language, physical accessibility).
- ☐ Ensure that the chosen format prioritises interaction.
- ☐ Confirm that the format aligns with the partner's expectations and logistical possibilities.

Planning the Event

- ☐ Agree with the partner organisation on the topic and main objectives of the event.
- ☐ Agree on the date, start time and estimated duration (recommended minimum: 60 minutes).
- ☐ Decide on the expected number of participants, taking into account the venue and format.
- ☐ Discuss and agree on possible interactive elements (Q&A, discussions, networking).
- ☐ Address GDPR related matters and confidentiality considerations, if applicable.
- ☐ Prepare a clear programme outline and confirm all details with the partner.

Content Definition

- ☐ Define the content together with the partner organisation.
- ☐ Include relevant content elements, such as:
 - ☐ daily work routines and responsibilities;
 - ☐ introductions to specific fields of law or practice areas;
 - ☐ career paths and recruitment processes;
 - ☐ working culture, professional ethics and work-life balance;
- ☐ If applicable, include a short introduction to the partner's specific practice areas (e.g. arbitration, tax law).

Marketing and Registration

- ☐ Coordinate with the Marketing Team to prepare promotional materials for the event;
- ☐ Promote the event through the Group's communication channels;
- ☐ Provide clear information on the topic, format, date, location and registration process;
- ☐ Create a registration form collecting only necessary information;
- ☐ Set clear registration deadlines;
- ☐ Share the final list of participants with the partner organisation in advance.

Final Preparation

- ☐ Send practical information to participants (meeting point, dress code, timing);
- ☐ Send a reminder shortly before the event;

Evaluation and Follow Ups

- ☐ Collect feedback from participants (e.g. via an evaluation form);
- ☐ Request feedback from the partner organisation;
- ☐ Reflect on the organisation and execution of the event and document lessons learned;
- ☐ Prepare and deliver Certificates of Participation;
- ☐ Share relevant feedback with ELSA International, where appropriate.