

Second PD Open Call

ELSA International Team / Career & Job Fairs



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Agenda:

General Professional Development

- Updates from ELSA International
- Updates from the Network
- Presentation of the ELSA International Team

Career & Job Fairs

- Presentation of the Career & Job Fairs Handbook
- Your First Fair - Exercise
- Questions and Answers



General Professional Development



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Updates from ELSA International



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Focus points thus far:

ELSA Traineeships:

- Reception Issues
- Visa Procedures
- Looking into platform options

Career Launch:

- Overview of Platform / Signing new deal

ELSA International Team:

- Appointments
- Beginning Training

Other:

- Launch of Material
- Partnership outreach



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Updates from the Network



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How is it going in your NG/LG?

- How has your first month been?
- Current priority?
- Current difficulties?
- Do you have a National / Local Team?
- Have you begun Job Hunting?

Presentation of the PD EIT



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ELSA Traineeships Team

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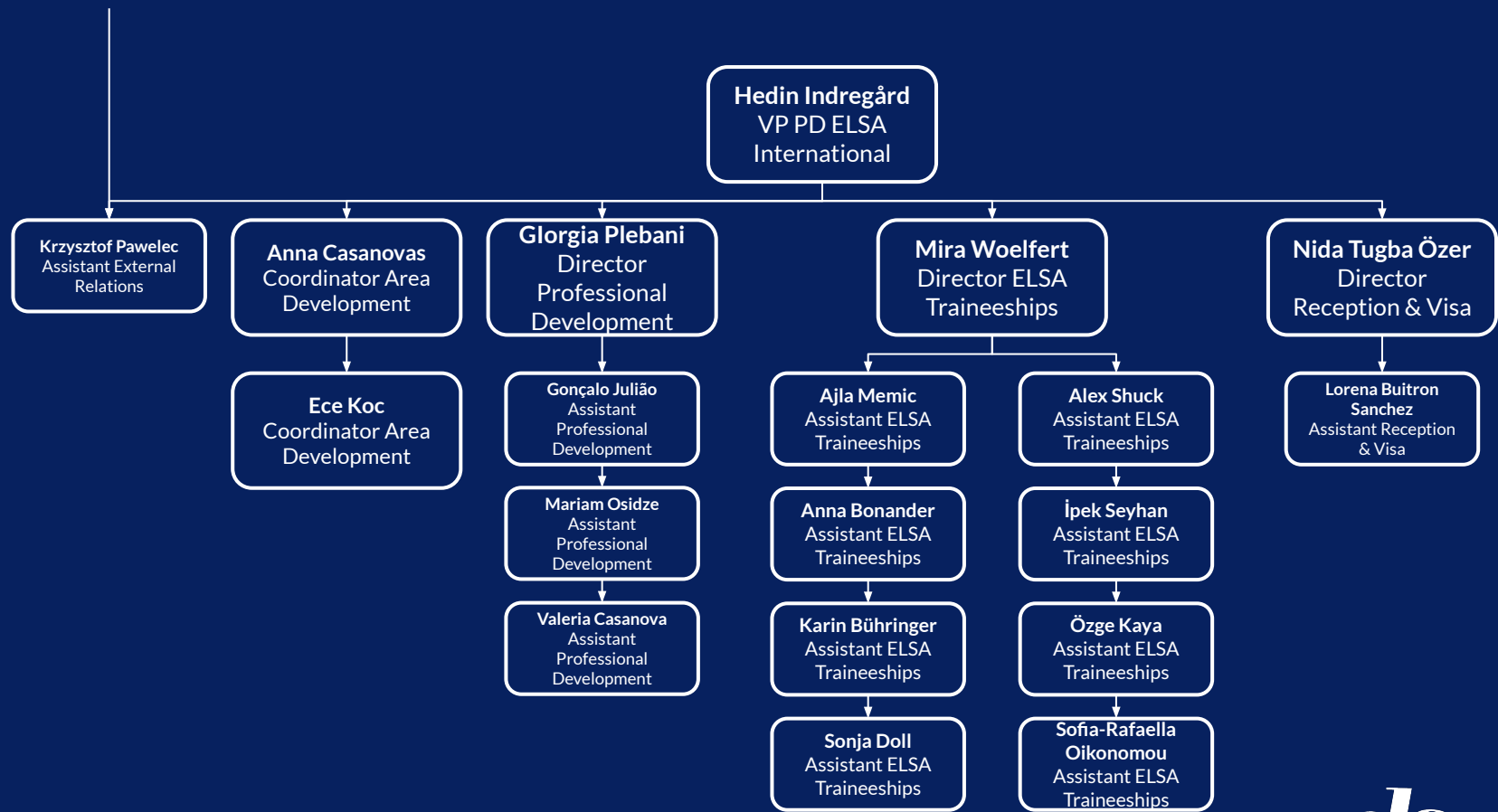


Krzysztof Pawelec
Assistant Fundraising PD

ELSA Traineeships Team + Visa & Reception & Fundraising Team

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The Professional Development Team Overview



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Plan for the EIT

- Much more involvement with the Network
- More autonomous work in their roles
- Assisting with projects to a bigger extent
- Using their expertise for new material

Career & Job Fairs



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The new Fairs Handbook



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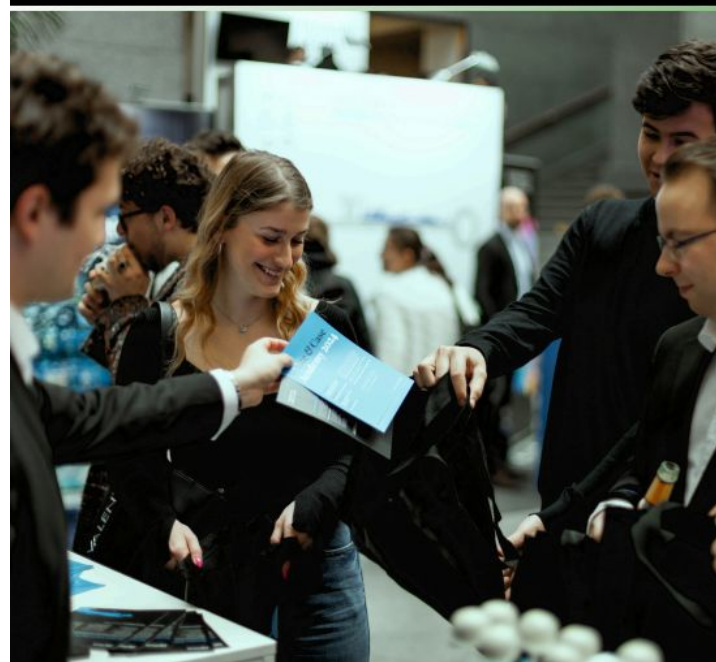


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FAIRS HANDBOOK

PROFESSIONAL DEVELOPMENT

2025/2026



The Handbook Covers:

The **theory** (of course!!) explaining the differences between the two events and the various ways in which they can be made and also combined if wanted.

1. Introduction to the event

1.1 Definition of Career & Job Fairs

1.1.1 What is a Career Fair?

1.1.2 What is a Job Fair?

1.1.3 Fairs as a physical event

1.1.4 Fairs as a digital event

1.2 Purpose and Benefits of Career & Job Fairs

1.2.1 Benefits to ELSA's members

1.2.2 Benefits to ELSA as an organisation

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And the **purpose and benefits** either for ELSA members (knowledge of professional paths, first contacts etc) but also for ELSA in general (strengthening visibility and credibility, creating and maintaining partnerships etc)



The Handbook Covers:

And because there is no theory without **practice** we covered it by giving an overview of how a Fair can be organised, explaining the main planning steps, financial considerations and logistical aspects needed to ensure a smooth and successful event.

2. Organising a Fair

- 2.1 Event preparation
- 2.2 Budgets for Career & Job Fairs
 - 2.2.1 Potential Income Revenues
 - 2.2.2 Potential Expenses
- 2.3 Securing a Venue
- 2.4 Logistics & Support
- 2.5 Promotion of the Fairs
 - 2.5.1 Before the Event
 - 2.5.2 During the Event

And also there is no good event without **promotion**! So this part highlights the importance of promotion, showing how to attract participants beforehand and sustain engagement during the event to turn the Fair from an idea into a successful project



The Handbook Covers:

How to make the most of the work done?
In here you can find everything on how to collect **feedback** from students and organisations, conduct internal analysis, compile statistical reports to pass on experience to future editions.

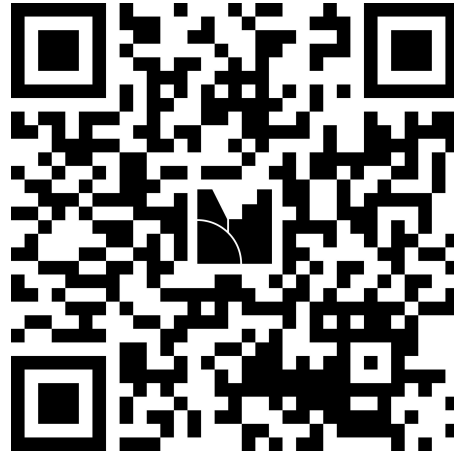
3 After the Event	11
3.1 Evaluation	12
4. Annexes	13
4.1 Responsibilities and Board Engagement	13
4.2 Partner outreach	14
4.1.1 Approach	14
4.1.2 Contact Approval Forms	14
4.1.3 Partner Maintenance	14
4.3 Timeline & Checklist	15

As always we wanted to give you more information about some specific topics or some materials that could be helpful through the organisation of it

We want your feedback!

As you may have seen from Hedin's email, we've prepared a feedback form on both our Fairs and this handbook, as we'd love to hear your thoughts on it!

But we would be glad to also have some of you first feedback during this call so feel free to use this mentimeter or raise you hand!



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Your First Fair - Exercise



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I want you to consider the following:

If you were to make a Fair event:

1. Which Format would it be?
2. Which Firms or Organisations would you reach out to?
3. What would your first steps in organising it be?
4. What timeframe do you believe would be necessary for your NG/LG?
5. How could ELSA International and the EIT support you?

Tips and Tricks

To make the **event more interesting**, engaging and complete, you **could consider** including:

- A dedicated space for PD Workshops to give the event a practical dimension.
- Practical and/or theoretical lectures delivered by the professionals involved (for example, a talk on human rights or the analysis of a case handled by a law firm).
- Social activities such as a coffee break to recharge or an aperitif/dinner at the end of the event to wrap up the day and create a more informal networking moment. (going out with the law firms is always popular)
- Give an opening speech where you can thank everyone, describe the event, and explain some technical details.
- If there is already a fair at your uni, consider how you can **add** to the project

**Are *you* considering creating your own
Fair?**



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Any questions ?



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Thank you for attending!

See you on our next Open Call / ITM !



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