

All the time you have to leave the space

Reception Workshop | LXXXIX ICM Brno

Workshop Description:



Description

This workshop focuses on the reception of ELSA Trainees. We will discuss practical aspects of reception and share how different groups organise this process, with the aim of improving the experience for both national and international trainees.

Outcome

Participants gain a clearer understanding of Trainee reception and practical ideas to improve their own processes.

Preparation

Review your national or local reception strategy and material. Consider how ELSA can improve the reception of ELSA Trainees.

Why Reception matters?



- Reception **improves the overall trainee experience**
- It helps trainees feel supported, welcomed, and integrated
- It strengthens the connection between trainees and ELSA as a whole
- It creates a more connected international network
- It helps prevent misunderstandings and practical problems
- Good reception **improves the quality and reputation of ELSA Traineeships**

Before the Traineeship

Reception begins *before* arrival.

1. Establish responsibility early

- 1.1. The Trainee should know exactly who their ELSA contact person is.
- 1.2. The officer should introduce themselves, their role, and how they can be reached.
- 1.3. Start the triangle of communication between ELSA, the Trainee and the Traineeship Provider

2. Confirm operational basics

- 2.1. Start and end dates, schedule, first-day practicalities...

3. Support the trainee with real preparation

- 3.1. Accommodation options, Travel and transportation, Estimated costs, Administrative requirements, and Visa-related support where relevant.

4. Start integration before arrival

- 4.1. Connect the trainee with current or former trainees
- 4.2. Add them to relevant trainee group chats
- 4.3. Share local information, culture tips, and practical guidance

5. Prepare a welcome package

- 5.1. City guide, transport information...

During/After the Traineeship



During

Trainees do not just complete work placements, they also **experience the ELSA community**.

- Regular check-ins with the trainee
- Invite them to ELSA activities
- Organise a social meeting or city introduction
- Stay in contact with the provider
- Create opportunities for growth, feedback, and connection

After

- Send evaluation forms
- Feedback from the ELSA Trainee and the Traineeship Provider
- Goodbye gesture or farewell moment
- Keep testimonials and lessons learned

Expected minimum standards

ELSA Groups should aim for a simple **reception system** that can actually be implemented.

1. Clear ownership

- No trainee should be unsure who to contact within the ELSA hosting group.

2. Minimum pre-arrival process

- Direct first-contact with the trainee and Introduction to the responsible ELSA Officer
- Early connection with the traineeship provider

3. Practical support

- Basic information on accommodation, transport, costs, and local practicalities
- Preparation of a *Welcome Package*

4. Integration

- Connecting the trainee to the local and/or national ELSA environment
- Invitation to ELSA activities or events if any

5. Monitoring

- Minimum of one structured check-in during the traineeship
- Regular communication with the trainee in case any issues regarding the local environment arise

How do you conduct Reception?

Group Work

Group Work:

Go together and discuss how your National Groups approach reception

- What works well?
- What does not work?
- What materials do you use/develop

Presentation

Group Work

One element of reception is also integration



ELSA
Traineeships

How can you integrate the Trainee(s) into ELSA events?

How can you use the Trainee as a resource also for your own events?

Presentation

Questions?

Thank you for your attention

Closing of the Reception Workshop