

GUIDELINES FOR ELSA DELEGATIONS TO UNCITRAL

SEMINARS & CONFERENCES
2021/2022



elsa

The European Law Students' Association

These Guidelines are based on the previous editions of ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to UNCITRAL is a result of a joint collaborative work of:

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And **all the former ELSA Delegates** for providing their invaluable and much appreciated outputs.

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Introduction

The aim of these guidelines is to provide appointed ELSA Delegates with all the information necessary in order to prepare for attending a respective UNCITRAL session. Any relevant feedback or questions are encouraged, in order to improve this Guide for future ELSA Delegates.

1. About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, non-for-profit organisation run by and for students. It comprises of students and recent graduates who are interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student's association and it is represented at nearly 375 law faculties in 44 countries across Europe with membership in excess of 70 000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects that are organised to fulfil the vision of ELSA and in order to provide our members opportunities to enhance their skills and to interact with each other. Furthermore, ELSA provides law students opportunities to develop their skills through our traineeship program as well as through our publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

Vision

“A just world in which there is respect for human dignity and cultural diversity”

Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- a) providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- b) assisting law students and young lawyers to be internationally minded and professionally skilled.
- c) encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our [website](#).

2. ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC).

ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The specific information concerning ELSA Delegations can be found in the [ELSA Delegations Terms and Conditions](#).

The ELSA Delegates are appointed by the International Board of ELSA, according to the [Selection Criteria](#), which consists of:

Formal criteria:

- the application form shall be submitted before the deadline;
- the application form shall be written in English;
- All of the fields of the application form shall be filled;

Content criteria:

- the quality of the curriculum vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge and contribution to ELSA's activities of the Applicant; and

- Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

3. United Nations Commission on International Trade Law (UNCITRAL)

The United Nations Commission on International Trade Law (UNCITRAL) was established by the General Assembly in 1966 (Resolution 2205(XXI) of 17 December 1966). In establishing the Commission, the General Assembly recognized that disparities in national laws governing international trade created obstacles to the flow of trade, and it regarded the Commission as the vehicle by which the United Nations could play a more active role in reducing or removing these obstacles.

UNCITRAL is the core legal body of the United Nations system in the field of international trade law. A legal body with universal membership specializing in commercial law reform worldwide for over 40 years. UNCITRAL's business is the modernization and harmonization of rules on international business¹.

Trade means faster growth, higher living standards, and new opportunities through commerce. In order to increase these opportunities worldwide, UNCITRAL is formulating modern, fair, and harmonized rules on commercial transactions. These include:

- Conventions, model laws and rules which are acceptable worldwide
- Legal and legislative guides and recommendations of great practical value
- Updated information on case law and enactments of uniform commercial law
- Technical assistance in law reform projects

¹ Facts about UNCITRAL, available at: <http://www.uncitral.org/pdf/english/uncitral-leaflet-e.pdf> (last accessed 9/04/2020)

- Regional and national seminars on uniform commercial law

Location:

UNCITRAL Working Group Sessions are held at either the United Nations Headquarters in New York (UNITAR Building, 801 1st Avenue, New York, NY) or at the Vienna International Centre (VIC) in Vienna (Wagramer Str. 5, 1400 Wien, Austria).

Membership

The Commission comprises 60 member States elected by the United Nations General Assembly for a term of six years (the term of half the members expires every three years). Membership is structured to ensure representation of the world's various geographic regions and its principal economic and legal systems.

Work methods

Texts designed to simplify trade transactions and reduce associated costs are developed by working groups comprising all member States of UNCITRAL, which meet once or twice per year at United Nations Headquarters in New York and at the Vienna International Centre at Vienna. Non-member States and interested international organisations (as ELSA International) are also invited and can actively contribute to the work since decisions are taken by consensus, not by vote. Observers are permitted to participate in discussions at sessions of the Commission and its working groups to the same extent as members. Draft texts completed by these working groups are submitted to UNCITRAL for finalization and adoption at its annual session.

Trade law texts

UNCITRAL develops different types of texts to modernize and harmonize the law of international trade. These texts are generally legislative in nature, such as conventions, model laws and legislative guides, or non- legislative texts such as contractual rules that can be incorporated into commercial contracts and legal guides.

- 1) *Convention*: an agreement among States establishing obligations binding upon those States that ratify or accede to it. Model law: a set of model legislative provisions that States can adopt by enacting it into national law.
- 2) *Legislative guide*: a text that provides guidance for the development of laws, discussing relevant policy issues and choices and recommending appropriate legislative solutions.
- 3) *Contractual rules*: standard clauses or rules designed to be included in commercial contracts.
- 4) *Legal guide*: a text that provides guidance for the drafting of contracts, discussing relevant issues and recommending solutions appropriate to particular circumstances.

Technical legislative assistance

One of UNCITRAL's priorities is providing technical legislative assistance for modernization of trade laws and commercial practices. In addition to promoting understanding of international trade law texts and the benefits they can bring to the expansion of international trade, UNCITRAL assists States to develop the laws required to implement these legislative texts and commercial associations to promote the use of non- legislative rules.

Clout

The Case Law on UNCITRAL Texts system is a collection of court decisions and arbitral awards interpreting UNCITRAL texts. Currently, CLOUT includes case abstracts in the six United Nations languages on the United Nations Convention on Contracts for the International Sale of Goods (CISG) (Vienna, 1980) and the UNCITRAL Model Law on International Commercial Arbitration (1985). Other texts will be added as case law becomes available.

Achievements

Over the last decades, UNCITRAL has completed major international texts on the sale of goods, transport, dispute resolution, procurement and infrastructure development, international payments, electronic commerce and insolvency. International arbitration, transport law, electronic commerce, insolvency law, security interests and public procurement are the focus of current work.

a. Sale of goods:

- United Nations Convention on Contracts for the International Sale of Goods (Vienna, 1980);
- UNCITRAL Legal Guide on International Countertrade Transactions (1992);

b. Transport of goods:

- United Nations Convention on the Carriage of Goods by Sea (Hamburg, 1978);

c. Dispute resolution:

- UNCITRAL Arbitration Rules (1976);
- UNCITRAL Conciliation Rules (1980);
- Recommendations to assist arbitral tribunals and other interested bodies with regard to arbitrations under the UNCITRAL Arbitration Rules (1982);
- UNCITRAL Model Law on International Commercial Arbitration (1985);
- UNCITRAL Notes on Organizing Arbitral Proceedings (1996);
- UNCITRAL Model Law on International Commercial Conciliation (2002).

4. General Rules of Procedures for Observers in UNCITRAL

Observers at UNCITRAL have to respect different Rules of Procedures for Observers when they are participating in the sessions. In the following chapter the most important rules will be clarified by printing the important extractions.

Conduct of Business

- Observers may attend international conferences and events;
- Make written and oral statements at these events;
- Organise side events and take part in side events upon invitation;
- Enter United Nations premises;
- Have opportunities to network and lobby.

Observers may not vote at all.

5. Responsibilities of an ELSA Delegates

It is a great honour that ELSA has the Observer Status at UNCITRAL, an honour which comes with great opportunities and responsibilities for each ELSA Delegate. Therefore, it is of utmost importance to comply with the responsibilities of an ELSA Delegate set in the Terms and Conditions of ELSA Delegations.

The ELSA Delegate shall:

- Respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- Be aware that ELSA International is a non-political and independent organisation and thus the ELSA Delegate shall not express any political or partisan views on behalf of ELSA International, or any other views that could be assimilated to ELSA International's position, during an ELSA Delegation;
- Represent ELSA International diligently in a professional manner;
- Be academically well-prepared and familiar with the main points of the respective session and related documents;
- Attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by the Head of Delegation;
- Report all activities carried out to ELSA International in the evaluation survey;
- Forward all the contacts made during the event to ELSA International;
- Request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;

- Fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- Ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

HoD To-Do:

- Trust your fellow ELSA Delegates. They are carefully chosen by the International Board concerning both academic and ELSA background;
- Ensure high quality of work and appearance during the event;
- Familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- Inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation.
- Be the social link between ELSA Delegates. They do not know each other in most of the cases and are alone in a foreign city;
- Keep looking for the greater good. Even if there might be conflicts between single ELSA Delegates ensure that this image is not projected to externals;
- Be innovative. You might face situations you did not expect at all, so do not lose your smile and try to solve it as fast and as efficiently as possible;
- Confirm the delegations' participation in the particular sessions with conference officers;
- Think of sites to go after plenary or workshops. The ELSA Delegation itself is also a great opportunity to socialize for all of the delegates;
- Ensure that the evaluation form is submitted on time to ELSA International.

6. General Rules of Conduct

Attendance

It is extremely important that every ELSA Delegate attends all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other delegates and it is harmful for ELSA's reputation. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

At the end of the first day or on the second day of the session, a list of participants should be made available to the delegates at the registry. The Head of Delegation should make sure that names of all ELSA Delegates are spelt correctly. If some of the ELSA Delegates were not able to actually take part in the ELSA Delegation, the Head of Delegation should ask in person at the registry to delete the respective name from the list.

Business Cards

When attending ELSA Delegation, ELSA Delegates have a chance to meet the representatives of Member States or another NGO. Thus, it is recommended to bring your business cards, as there is a custom of exchanging business cards between the participants of the meeting. Therefore, it is good to have them during the event. When receiving the business card from other participants, take a look at it for about 10 seconds. Put it either in your business card envelope or in the inner pocket of your jacket. Never put it in your trousers pocket and never ever in your back pocket of your trousers. If Asians, especially a Chinese or Japanese gives you a business cards, receive the business card with both hands and bow a little and study it intensively. Same further steps apply.

Each ELSA Delegate is responsible for printing own business cards. A template for the ELSA business card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member.

Dress Code²

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits**
 - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops**
 - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms**
 - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more

² These recommendations are from the United Nations Association of the United States of America (UNA-USA). For further information, please visit: www.unausa.org

than two inches above the knee. No jeans or shorts.

- **Shoes**
 - Females may wear high heels, but they may prove uncomfortable after some time. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair**
 - The hair should be kept professional at all times; hair style should not detract from the overall appearance.
- **Jewellery & Piercings**
 - Piercings on a face that is not for cultural purposes or on the ears, it is best to remove the rings or studs during the conference for a professional presentation.

Making a Statement

The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place, attaching the statement with the summary of the scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegation would be seen as the official point of view of the ELSA's 44 National Groups. Therefore, such a statement should stand in line with ELSA's non-political status.

Letter of Confirmation

After their appointment and confirmation of willingness to participate in an ELSA Delegation, ELSA Delegates receive the Letters of Confirmation from ELSA International confirming their appointment as the ELSA Delegates which may help with fundraising of participation. The Letter of confirmation contains official names of an ELSA Delegate and one's National Group.

Evaluation Form

After the end of the respective ELSA Delegation, each ELSA Delegate is obliged to fill in an online evaluation form. The evaluation form aims to collect the feedback from ELSA Delegates regarding the course of the meeting attended, topics discussed and experience of ELSA Delegates with participation in the project, to help ELSA International to improve ELSA Delegations and to better prepare future ELSA Delegates.

Certificate of Participation

After the evaluation form has been filled out by an ELSA Delegate, ELSA Delegates will receive the Letters of Participation from ELSA International, that will constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that

the ELSA Delegate fulfilled his/her duties related to the participation in the ELSA Delegation and completed the evaluation form. The Letter is individual and contains only the name of the ELSA Delegate.

7. Vienna

ELSA Vienna

Schottenbastei 10-16;

1010 Vienna, Austria;

E-Mail: vorstand@elsa-vienna.org

Webpage: www.elsa-vienna.org

Facebook group: <https://www.facebook.com/elsavienna/>

ELSA WU Wien

Welthandelsplatz 1,

Vienna, Austria

E-mail: vorstand@elsa-wu.org

Webpage: www.elsa-wu-wien.org

Facebook page: <https://www.facebook.com/elsa.wu.wien/>

General Information

Vienna is the capital and the largest city of Austria, and one of the nine states of Austria. Vienna is Austria's primary city, with a population of about 1.8 million (2.6 million within the metropolitan area, nearly one third of Austria's population), and is by far the largest city in Austria, as well as its cultural, economic, and political center. It is the 7th-largest city by population in the European Union. Until the beginning of the 20th century it was the largest German-speaking city in the world, and before the splitting of the Austro- Hungarian Empire in World War I the city had 2 million inhabitants.³

Vienna is host to many major international organisations, including the United Nations and

³ Vienna, available at: <http://en.wikipedia.org/wiki/Vienna> (last accessed 9/04/2020).

OPEC. The city is located in the east of Austria and is close to the borders of the Czech Republic, Slovakia, and Hungary. These regions work together in a European Centrope border region. Along with nearby Bratislava, Vienna forms a metropolitan region with 3 million inhabitants.⁴

Vienna's most popular tourist attractions include The Hofburg, The Schönbrunn Palace and Gardens, St. Stephen's Cathedral and The Vienna State Opera House.

Official Websites

www.wien.gv.at

www.wien.info

www.aboutvienna.org

Airport and Flights

Vienna International Airport (Flughafen Wien-Schwechat; code VIE)⁵ is located just outside the city limits of Vienna on the far side of the City of Schwechat. Most European airlines and a significant number of intercontinental airlines have direct connections to Vienna.

From the airport you can take S-Bahn suburban train, which runs on the S7 line to Vienna and provides cheapest (€4.40 each way) and most convenient connection to the city center. Direct buses drive frequently between Vienna International Airport and assorted points in Vienna. Operated by Postbus. Tickets can be purchased with cash from the operator. Over-advertised City Airport Train (CAT) runs non-stop to Wien- Mitte Station (Landstraße) in 16 minutes. If your delegation arrives together, you could consider also hiring a taxi. Cab fare is not set, so agree before getting in.

Alternatively, the cheaper option may be to fly to Bratislava Airport (BTS)⁶ which is located ca. 54 km from Vienna International Airport across the Slovak border. The budget airline Ryanair has the most flights from/to there. There are a lot of regular bus services to Vienna and it takes between one and two hours to get there- Blaguss, Postbus/Slovak Lines. You can also take the public transport to Bratislava city centre and from there a train to Vienna. Please note there may be a limited connection to Vienna for very early/late flights. As above mentioned, may change quite quickly, always be sure you have updated information!

⁴ Ibid.

⁵ Vienna Airport, available at: <http://www.viennaairport.com> (last accessed 9/04/2020).

⁶ Bratislava Airport, available at: <http://www.airportbratislava.sk> (last accessed 9/04/2020).

Life in Vienna during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in Vienna, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

1) Accommodation

It is worth a try to contact ELSA Vienna and ask them for help with accommodation or to reach our ELSA community from the Facebook Group, ELSA Couchsurfing. Some of the former ELSA Delegates found assistance from ELSA Vienna members very useful. Also, you might agree to stay together in one place and book an apartment for the time being there. It is often more comfortable and reduces costs for breakfast and cooking in the evening.

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in Vienna.

a. Hostel

| | Minimum price range | Medium price range | High price range |
|----------------|---|---|---|
| Name | Meininger | Do Step Inn Central | HI Hostel Brigittenau & Brigittenau Youth Palace |
| Website | https://www.meininger-hotels.com/en/hotels/vienna/ | https://www.dostepinn.com/central | https://www.oejhv.at/jugenherbergen/wien/1200vienna/ |
| Costs | Multi-bed room / person / night from: 24€ | Multi-bed room / person / night from: 27-33€ | Multi-bed room / person / night from: 40-45 € |

b. Hotel

| | Minimum price range | Medium price range | High price range |
|----------------|---|---|---|
| Name | Hotel Odeon | Hotel Ibis budget Wien Messe | Arcotel Kaiserwasser |
| Website | https://www.hotel-odeon.at | https://accorhotels.com/fr/hotel-7098-ibis-budget-wien-messe/index.shtml | https://www.arcotelhotels.com/en/kaiserwasser_hotel_vienna/ |
| Costs | Standard room with 2 single beds / night from: 36 € | Standard single room / night from: 49 € | Standard single room / night from: 90 € |

c. Airbnb

| | Minimum price range | Medium price range | High price range |
|--------------|----------------------------|-------------------------------------|-------------------------------------|
| | Private room / night from: | Apartment / 4 persons / night from: | Apartment / 5 persons / night from: |
| Costs | 30 € | 80 | 90 |

2) Meals

In general, Vienna is quite an expensive city. Having a meal in the city in less expensive places is an average cost of 15 € /meal /per person. However, you can lower the costs of meals by buying food in the supermarkets. When you are visiting UNCITRAL, and your time is limited the best places to have ordinary lunch for a reasonable price is the canteen at the UN VIC building, where the prices vary between 8-10 €/meal/per person, which is relatively cheap in comparison with restaurants in Vienna. Additionally, you can also enjoy more informal chat with the distinguished delegates during a common lunch. Please note it is possible to pay only with cash in the canteens.

There are also vending machines with snacks and drinks inside of the VIC.

3) Public Transportation⁷

⁷ Vienna Public Transport <http://www.wien.gv.at/english/transportation-urbanplanning/public-transport/> (last access 9/04/2020).

Vienna has a well-developed public transport network. Buses, trains, trams and underground lines will take you almost anywhere in the city. Vienna public transport Wiener Linien operates five underground lines, 28 tram and 85 bus lines, of which 24 are night lines. Night lines only operate between 0.30 am and 5 am. On weekends and public holidays, the Vienna underground remains at the service of its passengers all night.

A single ticket is valid for travelling one way in one zone. You may change to different lines in the course, but you may not interrupt your journey. Validated tickets can be used for all public transport in the core zone. Tickets are available at ticket machines at most underground stations or at points of advance sale. Tobacconists also sell tickets.

The Vienna International Centre can be reached with the U-Bahn by taking the line U1 (marked in red on city maps) towards Leopoldau and getting off at the station Kaisermühlen-Vienna International Centre.

| | Week ticket | Single, one-way ticket | Estimated taxi fare for 5 km |
|--------------|---|-------------------------------|-------------------------------------|
| Costs | 17, 10 € (buses, trams and subway) More info can be found at: https://www.wienerlinien.at/eportal3/ep/channelView.do/pageTypeId/66533/channelId/-47643 | 2, 40 € | 11 |

4) Estimated cost of living expenses during ELSA Delegation

Example Calculation for an ELSA Delegation to Vienna:

Let’s say a hypothetical delegation to Vienna lasts 5 days, including arrival and departure. ELSA Delegates choose to stay at the Meininger, because it is fairly inexpensive located close to the city center and the UN. ELSA Delegates purchase a week ticket. The cost of participation in the entire ELSA Delegation, excluding travel expenses to and from Vienna, for one ELSA Delegate will be as follows:

Accommodation: 5 nights * 24 € = 120 €

Food: (3 meals * 5 days) * 15 € (average) = 195 €

Transport: 17,10 €

Total: 332,10 €

5) Opening times for shopping

Shops are usually open Mon - Fri from 9.00 am - 6.30 pm, Sat until 5.00 pm or 6.00 pm; some shopping centres are open until 8.00 pm or 9.00 from Mon-Fri.

Shopping is available on Sundays and holidays at the large railway stations, at the airport and in the museum shops.

6) Currency Exchange

The euro is the currency of Austria. You can also pay for your purchases without problem by card. The most popular credits are usually accepted in Vienna, although sometimes their use is subject to a minimum purchase amount.

If you need to exchange money, it is recommended to do it at a bank. Foreign exchange booths sometimes charge high fees, so please check before you change your money.

Most banks in Vienna are open from Monday to Friday from 8.00 am to 12.30 pm and from 1.30 pm to 3.00 pm, and until 5.30 pm on Thursdays. In the city center (1st district), almost all banks are open over lunchtime.

7) Emergency Phone Numbers

- Europe Wide Emergency Number – 112;
- Fire service– 122;
- Police – 133;
- Emergency doctor – 141;
- Ambulance/ rescue – 144

8. New York City

General Information

New York City, with a population of over 8.5 million, is the most populous city in the United States. Alone, it makes up over 40 percent of the population of New York State. It is known for its status as a centre for finance and culture and for its status as the largest gateway for immigration to the United States. According to the U.S. Department of Commerce, New York City is also a destination of choice for many foreign visitors. Both the state and city were named for the 17th century Duke of York, James Stuart, future James II and VII of England and Scotland.⁸

The headquarters of the United Nations is a complex in New York City. The complex has served as the official headquarters of the United Nations since its completion in 1952. It is located in the Turtle Bay neighbourhood of the borough of Manhattan, on spacious grounds overlooking the East River. Its borders are First Avenue on the west, East 42nd Street to the south, East 48th Street on the north and the East River to the east.⁹

New York's most popular tourist attractions include The Statue of Liberty, Central Park, The Metropolitan Museum of Art and The Empire State Building.

Official Websites

<https://www.nyc.go>

www.ny.gov

www.nycvisit.com

Life in New York during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in New York, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

⁸ New York, available at: http://en.wikipedia.org/wiki/New_york (last accessed 9/04/2020).

⁹ Ibid.

Please note that all prices are relevant for the end of the year 2019.

1) Accommodation¹⁰

Most of the delegates used the website www.airbnb.com , in order to find a convenient accommodation offer. However, there were some delegates that could stay for free at the Permanent Mission of the Country of their Citizenship, to the United Nations, New York. Other websites are <http://www.hostelworld.com/>, www.hostels.com. If a delegation can agree to stay together in one place, booking an apartment for one week might be a very interesting option which also reduces costs in terms of food (breakfast/ cooking together in the evening etc.).

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in New York City.

a. Hostel

| | Minimum price range | Medium price range | High price range |
|----------------|---|---|---|
| Name | International Students Residence (Brooklyn) | Canal Loft Hotel | Freehand Hostel |
| Website | https://www.hostelworld.com/hosteldetails.php/International-Students-Residence/New-York/76911?dateFrom=2019-11-18&dateTo=2019-11-22&number_of_guests=4&sc_pos=2 . | https://www.hostelworld.com/hosteldetails.php/Canal-Loft-Hotel/New-York/284921?dateFrom=2019-11-18&dateTo=2019-11-22&number_of_guests=4&sc_pos=13 | https://freehandhotels.com/new-york/ |
| Costs | Multi-bed mixed dorm / person / night from: 8 USD | Multi-bed mixed dorm room / person / night from: 14 USD | Multi-bed dorm / person / night from: 75 USD |

¹⁰ Examples of the selected accommodation are in the Manhattan Area, more precisely in the Hell’s Kitchen neighbourhood, close to Times Square. The area is around a 15-30 minutes walk from the UN Headquarters.

b. Hotel

| | Minimum price range | Medium price range | High price range |
|----------------|---|--|---|
| Name | Green Holidays Apartments | Forest Hill Apartments 30 Day Stays | Hotel The French Quarters |
| Website | https://www.greenholidaysnyc.com | www.booking.com | www.booking.com |
| Costs | Family Studio 4 persons / night / person from: 23 USD | 2-bedroom apartment 4 persons / night / person: 49 USD | Standard Double Room 4 persons / night / person: 71 USD |

c. Airbnb

| | Minimum price range | Medium price range | High price range |
|--------------|----------------------------|-------------------------------------|---|
| | Private room / night from: | Apartment / 4 persons / night from: | Apartment / 6 persons ¹¹ / night from: |
| Costs | 19 USD | 150 USD | 185 USD |

2) Meals

Having a meal in the city in less expensive places is of an average cost of 10 USD /meal / person. However, you can lower the costs of meals by buying food in the supermarkets like *CTown, Big Apple Meat Market, Trader’s Joe, Fairway Market*¹². Another option is to go to a ‘food truck’. Food Trucks offer a lot. Starting with simple things like hot dog or Pizza but often they serve also specialties from all over the world and their prices are fair as well.

If your time for lunch is limited, you can also find canteen in the UN building:

UN Delegates Cafeteria: around 33 USD/meal/per person

In the UN canteen you can choose from a huge variety of food for a good price. There are no taxes to pay in the UN premises around the world, thus there is no added tax for food as well. The breakfast is amazing and the view over the river is not too bad either.

.Restaurants around the UN are often the most expensive.

¹¹ One ELSA Delegation consists from max. 5 persons, however 6 persons apartments are easier to find

¹² 125th Street

3) Public transport

| | NYC Metro Card | Single, one-way ticket for local transport | Estimated taxi fare for 5 km |
|-------|---|--|---|
| Costs | 2,75 USD / 1 ride (metro and local bus) 33 USD / week More info you can find at: https://www.newyorkpass.com | 2,75 USD | Taxi ride: 10 USD in Manhattan area. More info you can find at: https://www.introducingnewyork.com/taxis TIP: Uber is less expensive, except on high demand (rush hour) |

4) Estimated cost of living expenses during ELSA Delegation

Example Calculation for an ELSA Delegation to New York City:

Let’s say a hypothetical ELSA Delegation of four persons goes to NYC, which lasts 5 days, including arrival and departure. ELSA Delegates choose to stay at the Canal Loft Hotel, because this is fairly inexpensive and closer to the city center, which will allow them to save money on public transportation. Breakfast is included in the price and guests purchase daily rides on the Metro NYC Card (the card itself is free, but can be recharged). The cost for participation in the entire ELSA Delegation, excluding travel expenses to and from New York City for one ELSA Delegate will be as follows:

- Accommodation: 5 nights *14 USD = 70 USD
- Food: (3 meals * 5 days * – 5 free breakfasts) * 10 USD (average) = 80 USD
- Transport: 27,5 USD (MetroCard single ride for an average of 10 rides during the stay)

Total: 177,5 USD

5) Opening hours for shopping

Shops are generally open Monday - Saturday from 10.00 to 18.00. Department stores are usually open every day from 10.00 to 21.00/22.00. One of the nicknames for New York is “the city that never sleeps”, therefore you will be able to find a lot of nonstop places where you can do some smaller shopping.

6) Currency Exchange

ATMs are widespread and credit cards and travellers cheques are widely accepted. In fact, you will find it difficult to perform certain transactions without a card. Prepare your Visa, MasterCard or American Express before you leave your home country. Places that accept Visa and MasterCard also accept debit cards, which deduct payments directly from your account. Be sure to check with your bank to confirm that your debit card will be accepted in other states or countries – debit cards from large commercial banks can often be used worldwide.

For example, Currency Exchange International (CXI) at Grand Central on 122 East 42nd St. and Lexington Ave, Inside Apple Bank, have very good rates.

Please note that restaurants and some shops do not include the sales tax in their prices, which is 8.875%, so beware of ordering the \$4.99 lunch especially when you only have \$5 in your pocket.

7) Emergency Phone Numbers

- Emergency Dispatch Center (Ambulance/ Fire/ Police): 911;
- General Information: 311;
- Crime Victims Line: 800-771-7755;
- Poison Control Center: 212-764-7667 or 212-340-4494;
- Dental Emergencies: 212-573-9502;
- Doctors on Call: 212-737-2333.

9. Online

We proceed with the Online ELSA Delegations to adapt this unique flagship project to the times where physical meetings are not an option. For every meeting and session of UNCITRAL, delegates witness international decision making remotely, in a socially responsible way during the pandemic.

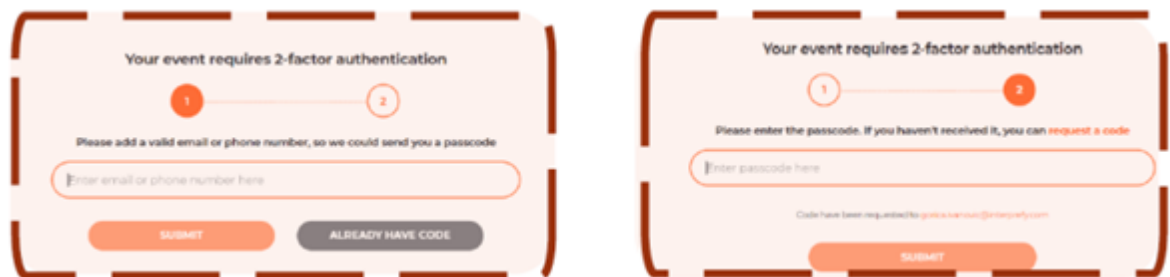
Due to limitations in place for both in-person and remote participation, only the HoD will attend the session in person (in case the HoD will not be able to attend it physically, this possibility will be offered to the second delegate appointed in order of scores achieved in the selection process). The remaining representatives will be able to participate in the session remotely via the UN platform, “Interprefy”.

General information and preparation (prior to the meeting):

- Please use the **Google Chrome** or **Mozilla Firefox** browser to access Interprefy and use a stable internet connection. Preferably connect your device to the internet via a cable (instead of Wi- Fi).
- You may **not** be able to connect with a mobile phone or tablet. Even if you manage to connect with a mobile phone or tablet, the quality of transmission may be low.
- Please set up your audio and video devices.

Joining the meeting on Interprefy (on the day of the meeting):

- **15 minutes prior to the start** of the meeting, please click on the meeting link above as there is an **authentication phase**.
- When you click on the meeting link, you will first be asked to insert your e-mail address. Please enter the email address you registered with.
- You will then receive an email with a 4-digit code (sent by noreply@interpret.world). Please check your spam folder if you do not get a code.
- Enter the code and join the meeting.



- When joining, you will be asked to **choose a username** for the meeting. It is important that you use the following format: **“Country/Organization_First name_Last name”**. If several participants are joining with the same connection, please indicate whether you are at the permanent mission or at capital.
- **Please select your preferred language** to activate the respective interpretation channel.

Besides formal sessions in agenda, delegates will have the opportunity to join informal briefing sessions that are usually scheduled during the breaks or after the end of the formal meetings every day. The informal sessions usually take place on the Zoom platform. Delegates will receive the info and meeting link to participate in these sessions via email by UNCITRAL Secretariat closer to the date of the delegation.

10. Networking Opportunities

Even though ELSA Delegations are mostly online or in a hybrid format, it does not mean that ELSA Delegates will not have any networking opportunities! Indeed, for some sessions, the UN organizes side events and/or informal meetings for delegates, usually taking place after the official session or between two of them. They are not mandatory (for the purposes of receiving the Certificate of Participation) but we strongly recommend ELSA Delegates attend them. Side events or informal meetings represent highly interactive and formative moments. During online delegations, they usually take place on Zoom and delegates can have the possibility to ask questions to the speakers during the Q&A session; while joining them on-site will allow ELSA Delegates to see diplomats and academics in a more informal environment and, eventually, approach some of them.

During on-site delegations, how to approach other delegates and/or diplomats and speakers could be facilitated by the introduction of yourself as a representative of ELSA, alongside your ELSA personalized business card. When it comes to hybrid or online ones, you can approach other delegates in other ways. To give you a concrete example: if you will ask a question during the Q&A sessions addressed to the delegate you would like to approach, Zoom allows you to send him/her a direct message and we suggest you do it just right after the session. A further step could be to send to the respective delegates an invitation request on LinkedIn, in order to add him/her to your contacts. When doing so, we recommend you to, firstly, introduce yourself as a representative of ELSA International and use a formal behavior all the time, which includes the using of formal language, the avoiding bothering him/her just for asking banal or irrelevant questions, and of sending hundreds of invitations at the same time to hundreds of diplomats. You should contact only delegates you have had the chance to have engaged with and always addressing to them by introducing yourself and ELSA International. Our association has gained a good reputation throughout the years, thus a lot of delegates are familiar with ELSA and you can expect a positive response from them.

11. Fundraising

Since a participation in an ELSA Delegation can be pricey, the ELSA Delegates may consider to search for some fundraising.

Where?

- 1) Foundations (consult your Local/National ELSA officers);
- 2) Government – Public administration;
- 3) NGOs;
- 4) Law firms;
- 5) Universities;
- 6) ELSA Network (your own Group and the Local Group of the location for accommodation).

What to offer?

- 1) Cooperation with Local Group – long term/wider scope;
- 2) Direct information:
 - Personal report – summary,
 - Article;
- 3) Distribute university materials;
- 4) Appearance in materials issued by your Group;
- 5) Promotion, e.g. during events organised by your Group;
- 6) Contacts – speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow procedure set in the International Council Meeting Decision Book and the regulation for your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

12. Experiences and Tips of Former ELSA Delegates

General Preparation

Whilst attending ELSA Delegation you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in few sentences, what is the Association's approach to human rights, what are the flagship project organised by ELSA whether it has previously sent ELSA Delegates to the institution. In order to access these information, visit elsa.org or contact your Local or National Board.

Understand the whole context of your session, what came before, and what the targets are for the future sessions. Go to the UNCITRAL's webpage, and search for the session to which you are going (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA Delegations.

Registration on the First Day

Registration might be taking some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. In the field in which you are asked to write your official position, write 'delegate' or 'head of delegation'. Registration lasts until lunch time. If you are late and there is no one at the registry be confident and explain the purpose of

your visit to security. Usually, they treat you with understanding and you will be allowed to enter the UNCITRAL premises.

The registration for Working Group Sessions held in Vienna include an individual email sent out to each delegate in advance. It contains a link to upload a personal photograph for the ground pass. If you do not receive such an email, please inform your Coordinator. This does not (yet) apply to sessions held in New York.

Upon collection of your ground passes, UNCITRAL requires proof that your registration has been requested in the form of a letter from ELSA. This will be done in advance by your Coordinator, who will supply you with the necessary letter. Please make sure that at least one delegate prints out the letter to present to UNCITRAL.

Remember to bring your valid ID card or a passport and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

In New York, the grounds pass will be available for collection at the lobby of the UNCITRAL Building located at 801 1st Avenue, New York, NY. The entrance to the building is located on the 45th Street approximately 30 meters east from 1st Avenue and opposite the US Mission to the UN.

In Vienna, the VIC is located in Vienna's Donaustadt area across the Danube, just seven minutes from the City Centre by the U-Bahn. The street address is Wagramer Straße 5, 1220 Vienna, Austria, with the Visitors Entrance located right next to the "Kaisermühlen / Vienna International Centre" U-Bahn Stop.

Plenaries

Remember to arrive to the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m., however the last day of the event can get longer and finish later than that. In the plenary room every delegation has assigned seats, do not take a seat of another delegation, even if it is empty.

If you are attending ELSA Delegation for the first time, you may notice that people around speak with the different accents and at the very beginning it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable, in case they do not fit your ear perfectly you can also bring your own headset.

There should be no problem to leave plenary to take a breath of some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the UNCITRAL website are available for free on the reception

desk near the entrance to the Session hall.

On the second day of the session ask for the list of participants at the reception. Make sure that the title of our organisation and names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of UNCITRAL.

For the schedules of the session and side and parallel events refer to the handouts. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings on the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the possibility to ask questions in an informal environment.

Being Academically Well-Prepared

Make sure to prepare to the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

The work needs to be divided between the ELSA Delegates before coming to the session. In order to be sure that a session will be entirely covered by notes of the ELSA Delegates it is recommended to take notes by turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates.

Approaching Other Delegates

When you plan on approaching other delegates, it is suggested to do it in no more than 2 people. While doing so, smile, make a visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you don't have to be afraid of the people, moreover ELSA has gained a good reputation throughout the years, thus a lot of delegates are familiar with our organisation and you can expect the positive response from them.

All this information should be enough for a successful ELSA Delegation. For any other questions do not hesitate to contact the respective ELSA Delegations Team Member (duncitral@elsa.org) or Director for ELSA Delegations (delegations@elsa.org), who can assist you and give you the additional information needed. This is it!

May you enjoy your status as the ELSA Delegates!