

# INTERNATIONAL CONFERENCES OF ELSA - HANDBOOK

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SEMINARS & CONFERENCES  
2023/2024



*elsa*

The European Law Students' Association

## FOREWORD

For years, dearest S&Cers of the Network have been organising international conferences. By establishing the project of International Conferences of ELSA, we aim to bring these unique events under the umbrella of regulated projects of S&C. International Conferences of ELSA are an amazing opportunity with unbridled potential. They reflect the core values of ELSA - contributing to a legal education while underlining the importance of the mutual understanding in the spirit of internationality. They are also the perfect way to raise awareness on new and dynamic areas of the law that students might not otherwise have access to. It offers the chance to shed light on a diverse array of issues within and around the law. Through International Conferences of ELSA, law students and young lawyers have the opportunity to hear about these issues from a diverse and multicultural set of speakers each offering unique and nuanced opinions. All while meeting like-minded people from across the Network. This Handbook thus aims to facilitate and simplify the organisation of International Conferences of ELSA in the Network. It consists of a detailed explanation of its requirements, how to organise it step by step and many useful tips and tricks.

Should you have any questions regarding organising International Conferences of ELSA or this Handbook, do not hesitate to contact the Vice President in charge of Seminars and Conferences of ELSA at [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org) or the Director for International Conferences of ELSA at [international.conferences@elsa.org](mailto:international.conferences@elsa.org).

Best of luck with organising your International Conferences of ELSA!

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## Table of Contents

<b>1. What is an International Conference of ELSA?</b>	<b>4</b>
<b>2. Requirements of an ICE</b>	<b>4</b>
2.1 Conducted in English	4
2.2 Lasting for at least 2 days	4
2.3 Comprising of an Academic and Social Programme	5
2.4 Close co-operation with an Academic or Institutional Partner	5
2.5 Including at least 10 hours of Academic Programme	6
<b>3. Academic Programme</b>	<b>7</b>
3.1 Speakers	7
3.2 Tips on how to find speakers	8
3.3 Getting in touch with speakers	9
3.4 Invitation letter template	10
<b>4. Social Programme</b>	<b>12</b>
4.1 Gala Ball	12
<b>5. Finances</b>	<b>12</b>
5.1 Participation Fees	12
5.2 Additional Fees	14
5.3 Expected Expenses	14
5.4 Extra Fees	15
5.5 Sponsors	15
<b>6. Project Timeline</b>	<b>15</b>
6.1 Binding Deadlines	15
6.2 Coaching System	16
6.3 Organising an ICE from scratch	16

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<b>7. Quality Standards</b>	<b>18</b>
7.1 General Standards	18
7.2 Academic Programme Standards	18
7.3 Social Programme Standards	19
7.4 Meals	20
7.5 Promotion	20
<b>Contact</b>	<b>20</b>

## 1. What is an International Conference of ELSA?

International Conferences of ELSA (ICE) are international events organised by the Organising Committees of one or more ELSA Groups that fulfil the requirements regulated in this section. International Conferences of ELSA can be defined by their international outlook, a focus on the academic aspects of the law and the intention of having an audience largely comprising international participants.

## 2. Requirements of an ICE

Every ICE needs to comply with the requirements set out in the International Council Meeting Decision Book (Decision Book), as listed below:

### 2.1 Conducted in English

An ICE must be conducted entirely in English. ICE's are international events addressed to an international audience, therefore all lectures and activities must be carried out in English. In pursuit of this, all lectures, panels and workshops must be conducted in the English language. All participants should be able to understand and actively participate in the programme. For speakers, it is advisable for you to call or meet them before your event, in order to assess their ability to communicate in English. For participants, it is recommended that the Organising Committee require applicants to state their English speaking ability in the application form. This can then form part of the decision making process when selecting participants.

### 2.2 Lasting for at least 2 days

An ICE must have a minimum duration of 2 days **excluding the date of arrival but including the day of departure**. Thus, the event will **technically last 3 days in total**. In theory, there is no limit to the length of an ICE, meaning it could last as many as 5 days. It should be noted however that the longer your event is, the harder it will be for many prospective participants to attend.

For example:

1. An ICE organised between 13/04/2020 – 15/04/2020 is considered to last **two days** (excluding the date of arrival but including the day of departure) **thus in accordance with the minimum duration set in the regulations;**
2. An ICE taking place between 09/07/2020 – 12/07/2020 is considered to last **three days** (excluding the date of arrival but including the day of departure) **thus in accordance with the minimum duration set in the regulations;**
3. An ICE taking place between 20/06/2020 and 21/06/2020 is considered to last **one day** (excluding the date of arrival but including the day of departure) **thus failing to meet the minimum duration requirement set in the regulations.**

Even though the day of arrival is not calculated in the total duration of the ICE, the Organising Committee is free to run events on that day. It is within the discretion of the Organising Committee to schedule the start of the academic programme on the day of arrival.

With that being said, it is recommended that the ICE is kept within the space of a weekend, as it would make it more accessible to prospective participants and speakers, whose schedules are more flexible on the weekends.

## 2.3 Comprising of an Academic and Social Programme

An ICE should consist of both academic and social programmes, **but not a cultural programme**. This means that besides lectures/panel discussions/workshops etc., the Organising Committee is expected to organise social events for every day. The Organising Committee is not, however, under any obligation to organise cultural events e.g. sightseeing or museum visits.

It is important to bear in mind that even though ICE has some common characteristics with ELSA Law Schools, an **ICE is strictly focused on the academic development**, and acquiring knowledge in the respective field is the main goal of the participants of an ICE. The entire programme should be designed to reflect this.

## 2.4 Close co-operation with an Academic or Institutional Partner

Every ICE needs to be organised under the supervision of an academic or institutional partner. Academic/institutional partner is an entity/a person with whom the Organising Committee can discuss their ideas regarding the topic of the ICE in the initial stage of organisation. The Academic/institutional partner shall be a law faculty, public institution, law



firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law. They might advise on which topics are most pertinent and valuable for the ICE, and help in searching for speakers and providing contact with them. For this reason, it is very important that you work closely with partners as they are the ones who will help you to structure the academic programme in order to optimise its quality and appeal. The partner can be a law firm, law faculty, public institution or any other legal entity as long as they are specialised in the subject of the ICE.

For example: For an ICE on Banking and Finance, prospective academic/institutional partners could be: *a bank, a major accounting firm or a university's economics department.*

For an ICE on Maritime Law, prospective academic/institutional partners could be: *a shipping company or a maritime studies department at a university.*

For an ICE on Refugee Law, academic/institutional partners might include: *a non-governmental organisation, a charity, an international organisation or a refugee law research centre.*

## 2.5 Including at least 10 hours of an Academic Programme

According to the International Council Meeting Decision Book, an ICE lasting for 2 days (excluding the day of arrival!) must contain **at least 10 hours** of the academic programme. If your ICE takes place for more than 2 days, the academic programme shall be prolonged by **5 hours for each extra day**. This means that the Organising Committee for an ICE lasting 3 days, for example, must schedule a minimum of 15 hours of academic programme in order to meet this requirement.

An academic programme can consist of:

- lectures;
- seminars;
- panel discussions;
- workshops;
- Institutional Visits.

Time-frames of the academic programme can be shaped in any manner the Organising Committee sees fit. This means that the academic programme of a two day ICE can start in the afternoon on the day of arrival, last the duration of the following day, and finish with closing remarks on the morning of the final day. Nevertheless, when creating the agenda of your ICE, keep in mind that participants will likely be arriving the morning/afternoon on the

day of arrival and leaving in the afternoon on the day of departure. It is therefore recommended that the academic programme start no earlier than late afternoon on the arrival day, around 16:00/17:00 for example. Take a look at this practical example of the timeframes of the academic programme of an ICE:

*Let's say that you are organising a three day long ICE (which technically means 4 days, if we include the day of arrival) with 16 hours of an academic programme. Possible distribution of the academic hours could be the following:*

Arrival Day: 3 hours of academic programme, starting at 17:00

Day 1: 5 hours of academic programme, starting at 10:30

Day 2: 6 hours of academic programme, starting at 10:30

Day 3 - Departure Day: 2 hours of academic programme starting at 9:00

### 3. Academic Programme

An ICE, as mentioned above, must consist of a **minimum 10 hours** of academic programme. Where an ICE exceeds 2 days (the minimum duration of an ICE), the academic programme must be extended by **5 hours for every extra day**. An ICE is primarily an academic event, as a result, the quality of the academic programme is vital to the success of the event, with less emphasis placed on cultural exchange and socialising. For this reason, when organising an ICE, you need to keep in mind that preparing an academic programme of the highest possible quality is of the utmost importance and should be your first and main priority.

#### 3.1 Speakers

The academic programme must be delivered by **at least 6 speakers** and **at least 1/3 of them must have an international background**. These requirements constitute some of the quality standards that any ICE has to meet in order to be organised as an event of ELSA. As mentioned before, because the academic programme is the primary feature of an ICE, the speakers and the programme must meet the set standards.

An international background shall be understood as speakers either working abroad at the time of the ICE or they have worked or studied abroad at some point in their career. So, for



an ICE with 9 speakers, at least 3 of them must fulfil one or more of the criteria mentioned above.

Speakers should come from different educational or professional backgrounds, meaning that not all of them need to be lawyers or have a legal background. They can also come from other academic fields such as economics, political sciences, international relations, depending on the subject of the ICE. An ICE focusing on Maritime Law and Shipping Finance, besides professionals specialised in maritime law, might also include speakers with a background in finance.

It is recommended that speakers from various jurisdictions are included as it will increase the diversity of the programme and offer a broader perspective on the relevant subject. It will also make the conference appealing to a wider range of prospective participants.

## **3.2 Tips on how to find speakers**

Depending on the speaker you are approaching, different methods might be more appropriate.

### **3.2.1 Local/national speakers**

- Ask your academic/institutional partner for some recommendations. Keep in mind that by its nature, an academic/institutional partner should have many connections and contacts in the respective field;
- Contact professors for PhD candidates from your university or other universities in your country;
- Approach speakers with whom your Local or National Group has worked with in the past and you believe could be interested in participating in your ICE as a speaker;
- Approach ELSA Alumni, particularly those who were previously affiliated with your Local or National Group.
- If you have sponsors or partners that are active in an area of law that is pertinent to the topic of your conference, ask them if they would like to send a speaker i.e. an ICE focusing on Banking and Finance law partnered with a bank might send an employee to speak at the event;
- Contact leading law firms or individuals renowned for their activity in the relevant area of law.

### 3.2.2 International speakers

- Ask your academic/institutional partner. They may recommend someone from their professional/personal network who meets the internationality criteria and would be interested in participating;
- Contact foreign Local and/or National Groups of ELSA, which have organised events on the same topic in the past and could put you in contact with speakers or make recommendations;
- If your partners or sponsors are international firms that are active in a relevant area of law, kindly ask your contact if they know of someone from another branch of their company that might be interested;
- Check the staff of the faculties which your Organising Committee is affiliated with. It may well be that they have some previous experience which satisfies the internationality criteria;
- Check with the alumni of your Local and/or National Group, see if any of them meet the criteria and would be interested in participating;
- Approach establishments of foreign universities in your country, for example a satellite campus.

### 3.3 Getting in touch with speakers

When compiling your academic programme you will likely be sending out numerous emails, and having multiple simultaneous correspondences. Below you will find a step by step guide to navigate this process efficiently.

- Create an excel sheet where you can insert and update the following information:
  - Name of contact
  - Their associated institution/firm
  - Their contact details
  - Status in communication (e.g. awaiting response, confirmed)
  - Responsible Organising Committee member
- If you have sent your first invitation to the speaker, and you do not receive a response within 4-6 working days, send a follow-up email kindly reminding them of your invitation;
- Confirm their attendance as soon as possible and send them a reminder one week before the session;
- If a prospective speaker declines, ask if they have any recommendations for speakers who might participate in their stead. They will often know more about the area of law and who is available to speak. Once you have that recommendation, mention the

name of the individual who made the recommendation in order to establish a more personal connection;

- Have a designated Organising Committee member that keeps in touch with the speakers and guides them during the academic programme;
- Help them with their travel and accommodation arrangements;
- You will normally be expected to reimburse foreign speakers and speakers not residing in the city where the ICE takes place for their travel expenses. It is advisable that you arrange and book their travel. Where possible, negotiate on how costs will be allocated between the Organising Committee and the speaker;
- Discuss the content they will cover and how they will fit into the programme;
- Provide them with all the technical support and resources they need during the conference and water;
- After the ICE has ended provide them with a thank you gift or memorabilia.

### 3.4 Invitation letter template

An invitation letter should concisely and clearly outline what your event is, why you're running the event, and why you want that speaker to attend your event. It is good to have a template prepared to maximise efficiency. However, some parts of the template should allow for personalised notes, which increases the chance of receiving a positive response from a prospective speaker. The more personal the email feels the better. We have included an exemplar template below.

Dear [name of speaker],

On behalf of the European Law Students' Association (ELSA) [**National or Local Group**], I would like to invite you to speak at our upcoming International Conference of ELSA on [**topic**] lasting from the [**start date**] to the [**end date**].

ELSA is the world's largest independent law association with over 50,000 members across 44 countries, all keen to learn about and engage in this fascinating and dynamic area of law.

It is our desire to provide our members with an opportunity to engage in an insightful and dynamic study of the ways in which the law operates in [**insert relevant topic here**]. As a result, we are organising a conference with high profile speakers from across the field.

We are approaching you due to your **[position/expertise in the relevant area of law]** and your prolific contributions in this field.

**Personalised sentences you might wish to include:**

- Anecdote: When I was writing my undergraduate thesis last year on **[relevant topic]** I found your book **[book/article title]** to be especially compelling.
- Experience: Your well established and long career in this field have set you above others in the field. Your thoughts would be a valuable contribution to the discussion we are looking to cultivate at our conference.
- Perspective: The **[unique/intersectional/dynamic]** position you hold in the field as **[role]** offers you a nuanced perspective in this area of law, which would not be fully represented without your involvement.

To have your involvement would be invaluable in engaging attendees and provoking high quality discourse. Based on your expertise, we hoped you would be willing to give a talk lasting up to **[time limit]** on the role of **[specific topic]**.

We are keen to strike up a conversation which engages every facet of **[ICE topic]**, and therefore aim to include academics, practitioners, and NGOs. We want to offer a panoramic view of the field, at all levels and from around the globe. This will be a truly all encapsulating international conference, and we believe your contributions would make an invaluable contribution to the discussion.

If you have any questions please do not hesitate to get in touch with me at this email address.

We look forward to your response.

Warm regards,

**[your name]**

**[your title]**

## 4. Social Programme

The primary aim of the social programme of an ICE is to facilitate networking amongst the participants and speakers. Therefore, it is recommended that planned activities are professional and allow for meaningful discussion and connection. For this reason, it is better to avoid nightclubs or crazy students' parties when organising your social events.

Keep in mind:

- Have a set plan for each evening, do not improvise;
- Have members of the Organising Committee available to help and deal with any kind of emergency;
- When possible make bookings in advance;
- Discuss possible discounts for groups;
- Have a back-up plan;
- You are not obliged to provide participants with transportation to the event though you should offer guidance on how to get to the venue.

### 4.1 Gala Ball

A Gala Ball is not a mandatory feature of the social programme. The primary emphasis of an ICE is on its high quality professional image, and the Gala Ball should fit this image. With this in mind appropriate venues to organise a Gala Ball might include a sailing club, hotel venue or a wine bar. If a participant does not wish to attend the Gala Ball the Organising Committee is under no obligation to provide an alternative event for them.

## 5. Finances

### 5.1 Participation fees

The participation fees of an ICE are to be calculated per day. That means that the fee of each participant will be based on the number of days they wish to attend. For example, if a participant wishes to attend two out of the three days of an ICE, their fee will be the daily fee multiplied by two.

How to calculate fees:

$$\text{Daily Fee} \times \text{Number of Days of Attendance} = \text{Total Fee}$$

The participation fee of the ICE covers:

1. academic programme
2. social programme
3. lunch for every day of attendance
4. coffee breaks
5. welcome package
6. administrative costs (i.e. working material, badges, etc)

Organising Committees are not allowed to charge any extra fees for the services mentioned above unless otherwise indicated in the Extra Fees section of the International Council Meeting Decision Book.

There are various categories of participants that can apply to attend an ICE depending on their membership status and the ELSA National Group they come from. If you are not sure, whether a country favoured or non-favoured is, consult the latest edition of the Decision Book. As of the publication of this handbook these are the favoured and non-favoured ELSA National Groups:

- a) Favoured Countries: Albania, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Georgia, Montenegro, North Macedonia, Rep. of Moldova, Serbia, Ukraine.
- b) Non-Favoured Countries: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Russia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, the United Kingdom.

The maximum fees are:

- a) ELSA Member from a non-favoured country - max. fee: €42 per day
- b) ELSA Member from a favoured country - max. fee: €36 per day

ELSA Alumni and non-ELSA members may also participate. There is no maximum fee in place for ELSA Alumni, non-ELSA Members, and members of partner organisations,



meaning the amount charged is left to the discretion of the Organising Committee. Keep in mind that a notably higher fee for non- ELSA members will make your ICE less appealing and attract fewer participants from outside of ELSA.

Setting lower fees for people attending the entire conference could also make the conference more appealing to prospective participants.

## 5.2 Additional Fees

If the Organising Committee wishes to host a Gala Ball as a part of their ICE, they may include an additional fee of up to €50. The Organising Committee may make attendance at the Gala Ball optional for the participants, allowing them to decide whether they wish to attend both the ICE and the Gala Ball (and spend the additional fee), or the ICE alone.

## 5.3 Expected Expenses

Below you will find examples of the most common expenses incurred when organising an International Conference of ELSA. Bear in mind, that some of those costs may not be applicable to your event (for example, in the event of not organising the Gala Ball). Additionally, some of the listed expenses may be covered by partners.

The example expenses are:

- Social programme, e.g. booking venues, welcome drinks;
- Lunch for participants, speakers and if possible, members of the Organising Committee,
- If affordable according to the budget, accommodation and travel expenses of the speakers. Here it is important to mention that you should agree in advance with the speakers on which expenses will be covered by the Organising Committee;
- Coffee breaks;
- Gala Ball/ Reception;
- Printing of materials such as letters of participation for participants, letters of acknowledgement for speakers, working materials or agenda for participants;
- Thank you gifts or memorabilia for the speakers;
- Room bookings for the academic programme;
- Badges for the Organising Committee, participants and the speakers;
- Welcome packages for the participants i.e. notebooks, pens.

## 5.4 Extra Fees

If the Organising Committee wishes, they may provide additional services or items in addition to those covered in sections 5.1, 5.2 and 5.3. These might include hoodies, t-shirts, merchandise or accommodation. These would not be covered by the fees outlined above in relation to the ICE and the Gala Ball, and there is not any maximum fee in place for them. Hence, the Organising Committee set the prices however they see fit. Therefore a participant, if they so wish, may wish to purchase a hoodie.

For example:

A participant who has already paid all base fees in relation to the ICE, as well as the additional fee for the Gala Ball. The Organising Committee is offering to provide accommodation for an extra fee of €80. The participant may either find their own accommodation, or pay the extra fee and allow the Organising Committee to arrange accommodation.

Please note that as an Organising Committee you are not required to provide accommodation, or any other service that is not covered by the base fee. It is entirely at your discretion if this is something you wish to provide to your participants.

## 5.5 Sponsors

When contacting sponsors, we would recommend that you include a short leaflet or document prepared to explain what ELSA is, the ICE you are planning to run and the advantages they can gain in sponsoring the event i.e. newsletter promotion, banner at the venue of the ICE, exposure etc. Make sure to keep a document noting everyone you have contacted, their contact information and the content of your communication.

Possible sponsors could be law firms, universities, banks, professional associations, public authorities, big companies, research centres, etc.

# 6. Project Timeline

## 6.1 Binding deadlines

When organising an ICE, it is important to respect the deadlines set in the International Council Meeting Decision Book.

The binding deadlines are:

- a. the submission of an ICE Specification Form at least 3 months prior to the starting date of your ICE;
- b. the submission of a Portfolio on [conferences.elsa.org](https://conferences.elsa.org) at least 1 month before applications are launched;
- c. the publication of a preliminary academic programme on the day applications for your ICE is launched;
- d. the publication of the finalised academic programme at least 1 month prior to the starting date of your ICE;
- e. the distribution of academic material at least 2 weeks before the starting date of your ICE;
- f. the submission of an ICE Evaluation Form to ELSA International at least 1 month after the event has ended.

## 6.2 Coaching System

After you have filled in the ICE Specification Form, the Director for ICE on the ELSA International Team will get in touch. At this point they will, if the Organising Committee desires, coach them through the process of organising an ICE. They can provide as much or as little support as needed, depending on the specific needs of the particular Organising Committee. The email for the Director for ICE can be found below.

## 6.3 Organising an ICE from scratch

In addition to the binding deadlines outlined above, it is important that the Organising Committee sticks to a tight set of self imposed deadlines in order to maximise efficiency, avoid difficulties down the road and reduce stress. Below you will find a set of recommended deadlines you should aim to stick to in order to guarantee a successful and stress-free ICE. The more work you get done early on in the process the easier it will be further down the line. These recommendations are flexible and should be read in conjunction with the binding deadlines given in section 7.1.

### 6.3.1 : 5+ months before the ICE

In these very early initial stages, you should begin laying the foundations for what your ICE is going to look like. What is the topic going to be? When will it be held? How long will it last? Where will it be hosted? You should be looking to answer the fundamental questions which relate to a large scale event such as this.

### **6.3.2 : 4 months before the ICE**

At this point, you should begin putting your plans into action. As the Head of Organising Committee, start by recruiting your Organising Committee Members, particularly those most valuable in the early stages of preparation, such as the Head of Academic Programme, the Head of the Gala Ball, the Head of Logistics.

It is a good idea to make early estimates of costs which will be incurred, in order to gauge what budget you will have to spend on speakers travel, welcome bags and other additional expenses.

The structure of the academic and social programme should begin to take shape at this point. You may wish to alter this plan later in the process, you do not need to worry about committing to one structure. Research on speakers will also be well underway, and a spreadsheet containing speakers' details should be developed.

### **6.3.3 : 3 months before the ICE**

The template email should be fully drafted and your Speakers Team should be personalising emails for each individual. Aim to have this process finished as soon as possible, and to have your first wave of invitations sent out. Continue to send out more invitations where necessary. Around the same time, you should be reaching out to potential academic and institutional partners.

Your Marketing Team should begin preparing the materials to be sent out in the coming months, as well as releasing initial posts to start cultivating interest in the event.

The Social Programme Team should be in the process of developing the social programme, researching venues, making bookings, arranging discounts, etc.

### **6.3.4 : 2 months before the ICE**

At this point, the applications for participants should be opened and marketing for the event should be well underway. The application form should cover the name, email, membership status and dietary requirements of the applicant, as well as the part of the ICE which they wish to attend.

Your speakers' list should be fleshing out at this point. Do not worry if you still have empty slots or speakers that have declined to participate, continue sending out invitations as there is

still plenty of time. Aim to have the venues for the academic programme booked at this point.

### **6.3.5 : 1 month before the ICE**

The academic and social programmes should now be filled and complete. The timetable for the ICE should have been distributed among participants. All plans should now be in place and any loose ends should be addressed.

Keep your participants, speakers, partners and social venues updated on the event, to maintain their engagement and to ensure that you have their continued involvement.

### **6.3.6 : 1 week before the ICE**

The application process for participants should now be closed. Send out reminder emails to all of your speakers to confirm their participation in the ICE, and to ensure their travel and accommodation arrangements are in order. All of the final preparations should now be consolidated and ready for the start of the ICE.

## **7. Quality Standards**

An ICE is subject to Quality Standards binding for all Organising Committees. Please find all relevant Quality standards below.

### **7.1 General Standards**

- a. Participants shall be provided with a participants' badge including at least the name of the participant, the venue of the event, and the phone number of the Head of Organising Committee;
- b. Participants shall be provided with a welcome package including at least the programme of the ICE.

## 7.2 Academic Programme Standards

- a. The preliminary academic programme shall be published at the latest with the opening of the application period and a complete academic programme at the latest one month before the starting date;
- b. Materials relevant for the academic programme shall be distributed to the participants at least two weeks prior to the starting date;
- c. At least six speakers with various academic backgrounds shall be delivering the academic programme;
- d. At least one-third of speakers delivering the academic programme shall be international, wherein international means either being based or having an academic or professional background in a different country than that in which ICE is taking place;
- e. Free wireless internet access shall be at the disposal of the participants and speakers at the venue of the academic programme;
- f. At least two members of the Organising Committee shall be present during the academic programme and be at the disposal of the speakers and participants;
- g. Certificate of participation shall be granted to the participants who have attended the entire academic programme.

## 7.3 Social Programme Standards

- a. The social programme shall be provided each day of the official programme with the aim of facilitating networking;
- b. In the case of the organisation of a gala ball, there is no obligation imposed on the Organising Committee to organise an additional social programme for those participants, who are not attending the gala ball.
- c. In the case of the organisation of a gala ball, the food and drinks shall respect the dietary restrictions and allergies of the participants and shall correspond to the price of the gala ball.
- d. At least one member of the Organising Committee shall be present during the official social programme, providing all necessary assistance to the participants.



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## 7.4 Meals

- a. Served meals shall respect dietary restrictions, allergies and preferences stated by the participants in the application form;
- b. Lunch shall be provided for every day of the official programme, excluding either the day of arrival or the day of departure;
- c. Coffee breaks shall be provided during each day of the academic programme and shall include at least water, coffee, tea and snacks;
- d. Water shall be distributed to the speakers.

## 7.5 Promotion

- a. All marketing materials used to promote an ICE shall be compliant with the ICE Marketing Kit created and made available to the Organising Committees by ELSA International;
- b. An ICE portfolio published on the ICE Website shall include at least a description of the event, information about the venue of the event, a preliminary academic and social programme, the link to the relevant application form, and contact information of the Organising Committee.

## Contact

For more information please do not hesitate to contact us at [international.conferences@elsa.org](mailto:international.conferences@elsa.org) and [assistant.conferences@elsa.org](mailto:assistant.conferences@elsa.org).