

III INTERNATIONAL TRAINING MEETING WORKING MATERIALS

7th-10th September 2023



Human Rights Partner of ELSA



Event hosted on



Main Partners of ELSA



Corporate Partner of ELSA



General Legal Partners of ELSA



General Education Partners of ELSA



elsa

The European Law Students' Association

FOREWORD

Dear ELSA Officers,

It is with great pleasure that we present to you the Working Materials for the first International Annual Meeting of the term 2023/2024.

With the III International Training Meeting (ITM), we can start this new term and prepare ourselves for every challenge we may face in the upcoming months. This year we prepared more Trainings to help you develop your hard and soft skills, while also focusing on providing a rich variety for you to select from. In addition to the Trainings you will also have a chance to get a better overview of your Area and through practical exercises during the Workshops gain the necessary knowledge for your work.

Please read the pages of these Working Materials carefully and prepare yourself for three intensive days full of Trainings, discussions and bonding time. In some of the Workshops, you will spend your time only with people from your Area but in many others, you will have a chance to share your ideas amongst a variety of Officers from different Areas.

We believe that together we can make this meeting unforgettable, and we can't wait to meet you all and discuss with you all the plans which we have ahead of us.

Are you ready to Dream, Dare and Do?

ELSAfully yours,

Handwritten signatures of Yordan, Adela, and Fidan. The signature 'Yordan' is on the left, 'Adela' is in the middle, and 'Fidan' is on the right.Handwritten signatures of Nadia, Maciej, Maria Vittoria, and Xanthi. The signature 'Nadia' is on the left, 'Maciej' is in the middle, 'Maria Vittoria' is on the right, and 'Xanthi' is on the far right.

Yordan, Adela, Fidan, Nadia, Maciej, Maria Vittoria, Xanthi
International Board of ELSA 2023/2024

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GENERAL TIMETABLE

	7th September	8th September		9th September	10th September
	Thursday	Friday		Saturday	Sunday
10:00-10:30	Free	Training 1. Negotiation Skills OR 2. Stress & Time Management		Training 1. Conflict & Crisis Management OR 2. Knowledge Management	Training 1. Leadership Skills OR 2. Communication & Public Speaking
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-13:00		Lunch			
13:00-13:30		Lunch			
13:30-14:00		Lunch			
14:00-14:30		Lunch			
14:30-15:00		Opening	Introductory Workshops for Beginners	Workshops	Workshops
15:00-15:30	Workshops			Workshops	Workshops
15:30-16:00	Introductory Workshops for Beginners		Workshops	Workshops	Closing
16:00-16:30					
16:30-17:00					
17:00-17:30	Introductory Workshops for Beginners	Workshops	Workshops	Free	
17:30-18:00					
18:00-18:30	Dinner	Socials	Socials	Socials	
18:30-19:00					
19:00-19:30					
19:30-20:00					
20:00-20:30					
20:30-21:00					
21:00-	Socials				

INTERNATIONAL TRAINING MEETING GUIDE

What is the International Training Meeting?

The International Training Meeting (**ITM**) is one of the three types of International Internal Meetings of ELSA. It brings together Officers from all Areas across the Network and aims to prepare them for their term. Each National Group may send a total of eight individuals to each ITM. This number may be increased at the discretion of the International Board in case greater interest is indicated in the Application Form.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion and exchange of information, while the participants explore different subjects and develop their soft skills.

Workshops are conducted by the respective International Board members, as well as the respective subsection of the ELSA International Team. The following workshops will be held during the ITM:

- **Board Management, External Relations and Expansion (BEE)** – conducted by the International Board, as well as the BEE subsection of the ELSA International Team, and attended by Presidents and other BEE Officers.
- **Internal Management (IM)** – conducted by the Secretary General of the International Board and attended by Secretaries General and other IM Officers.
- **Financial Management (FM)** – conducted by the Treasurer of the International Board and attended by Treasurers and other FM Officers.
- **Marketing (MKT)** – conducted by the Deputy Vice President in charge of Marketing of the International Board and attended by Vice Presidents in charge of Marketing and other Marketing Officers.
- **Academic Activities (AA)** – conducted by the Vice President in charge of Academic Activities and the Vice President in charge of Competitions of the International Board and attended by Vice Presidents in charge of Academic Activities, Vice Presidents in charge of (Moot Court) Competitions and other AA or (MC)C Officers.
- **Professional Development (PD)** – conducted by the Deputy Vice President in charge of Professional Development of the International Board and attended by Vice Presidents in charge of Professional Development, Vice Presidents in charge of the Student Trainee Exchange Programme and other PD or STEP Officers.
- **Seminars and Conferences (S&C)** – conducted by the Vice President in charge of Seminars and Conferences of the International Board and attended by Vice Presidents for Seminars and Conferences and other S&C Officers.

Joint Workshops

A Joint workshop involves the Officers of more than one Area, setting on the table a topic of common interest.

Introductory Workshops

The Introductory workshops at this ITM run concurrently with the Area workshops during the second day of the ITM (Friday) and are meant for less experienced Officers, who have recently started their ELSA Career. They are intended to provide an overview of relevant Association Knowledge, as well as other introductory topics crucial to every new Officer in ELSA.

These workshops are not divided by Area, but are common for all interested participants.

Finger rules for workshops

The “finger rules” are intended to make the job of the Chair easier and to ensure that the discussions are as effective and smooth as possible. The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

- One** finger: New topic or idea
- Two** fingers: Direct comment or response
- Three** fingers: End the discussion as it is not useful
- Pinkie** finger: Technical remark (e.g. “open the window”, “the font is too small”)
- Scissors: Remove yourself from the speakers’ list
- Thumb up: Show immediate feedback to the conversation (“I like this idea”)
- Thumb down: Show immediate feedback to the conversation (“I do not like this idea”)

The **priority** amongst the different hand gestures goes in the following order: pinkie, three fingers, two fingers, one finger. This way the Chair can more easily moderate the discussions. Scissors and thumbs up/down do not require a direct reaction by the Chair and that is why the priority rule is not applied to them.



What is ELSA Training?

ELSA Training aims at supporting ELSA Members and Officers in developing valuable soft skills and improving their ELSA knowledge. The training sessions during this ITM will be provided by educated individuals from the International Trainers’ Pool of ELSA, who have developed expertise and knowledge in the respective training topic.

Structure of the Agenda

Due to the desire to ensure an effective knowledge transfer on all parts of our Association and to encourage participation in workshops, we have decided to divide the Workshops delivered on **Friday 8th September 2023** into:

- **Introductory Workshops**, delivered by experienced members of the ELSA International Team, and meant for less experienced Officers, including Local Officers, who have recently started their ELSA Career; and
- **Regular Area Workshops**, delivered by the respective members of the International Board.

Participants who choose to attend the Introductory workshops during the second day of the ITM (Friday) will have the possibility to subsequently join the remainder of the regular workshops for their Area.

Trainings

The International Training Meeting is, as the name states, a Meeting focused on training its participants. For this reason, it will partially consist of training sessions, held in the mornings of **Friday, Saturday and Sunday**. These sessions are voluntary to all participants of the International Training Meeting, but highly recommended. The available training sessions are the following:

- **8th September 2023 (10:00-13:00):**
 - Negotiation Skills; **OR**
 - Stress and Time Management.
- **9th September 2023 (10:00-13:00):**
 - Conflict and Crisis Management; **OR**
 - Knowledge Management.
- **10th September 2023 (10:00-13:00):**
 - Leadership Skills; **OR**
 - Communication and Public Speaking.

The general application form for the ITM includes a section dedicated to participants indicating their preferred training sessions. Each participant will be able to indicate 4 (four) preferences for training sessions and ultimately have the opportunity to attend 3 (three) over the course of the Friday, Saturday and Sunday – one every day. In case of exceptional demand and an inability to meet it, this number may be decreased to 2 (two) by the International Board.

The allocation of participants into the training sessions will be made together with the confirmation of the general applications. Additionally every participant will receive a confirmation for their allocated training sessions personally. We will try to do this allocation as fairly as possible, considering the amount of participants and trainings available. With this in mind, we would ask that, if you cannot attend a training session, you inform the Secretary General of the International Board of ELSA as soon as possible, so that trainers are aware of this and can adapt their sessions accordingly. We hope these trainings will help you in developing your skills as an Officer!

Online Meeting Guidelines

These guidelines provide you with the necessary information to prepare for the online format of the III International Training Meeting. In order to ensure the smoothness and efficiency of the event, **please read these guidelines thoroughly and with care.**

The ITM consists of both Area workshops and joint workshops taking place on **Google Meet**. Trainings may be held on different platforms, depending on the preference of the trainer. This information will be sent to you at a later stage. The links to join the respective sessions will be published on the Facebook group and sent by email to all participants before the start of the meeting.

General Communication Methods

All participants should join the [III International Training Meeting Participants' Facebook Group](#) for all pertinent discussions and announcements regarding this meeting. All important information will also be sent out via email to participants if necessary.

Finger rules for the duration of the International Training Meeting

- i New topic (join the speakers' list)
- ii Direct comment (join the speakers' list)
- iii End the ongoing discussion
- b Thumbs up
- p Thumbs down
- T Technical issue
- X Remove yourself from the speakers' list
- C Clarification

Questions

The International Board has put in their best efforts to cover all information necessary in these guidelines. In case you have any questions, please refer them directly to the Secretary General of the International Board of ELSA at secgen@elsa.org. The International Board reserves the right to amend these guidelines with the obligation to notify the Network about any and all changes thereto.

INTRODUCTORY WORKSHOPS

Timetable

	7th September	8th September	9th September	10th September	
	Thursday	Friday	Saturday	Sunday	
10:00-10:30	Free	Training 1. Negotiation Skills OR 2. Stress & Time Management	Training 1. Conflict & Crisis Management OR 2. Knowledge Management	Training 1. Leadership Skills OR 2. Communication & Public Speaking	
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-13:00		Lunch			
13:00-13:30					
13:30-14:00					
14:00-14:30		Welcome to ELSA - Association Knowledge 101	Workshops	Workshops	Workshops
14:30-15:00					
15:00-15:30	GDPR for Everyone!	Workshops	Workshops	Workshops	
15:30-16:00					
16:00-16:30	Coffee Break			Closing	
16:30-17:00					
17:00-17:30	Hocus, Pocus, Focus	Workshops	Workshops	Free	
17:30-18:00					
18:00-18:30	Ctrl + ELSA	Workshops	Workshops		
18:30-19:00					
19:00-19:30	Dinner				
19:30-20:00					
20:00-20:30					
20:30-21:00					
21:00-					Socials

Preparations

As mentioned previously in the International Training Meeting Guide part of these Working Materials, the Introductory workshops are meant for new Officers in ELSA with the purpose of giving you an appropriate introduction to important aspects of our Association.

They are intended to run concurrently with some of the Area workshops and give you a head start which will enable you to rejoin your Areas in a way that gives you self-confidence and an appropriate knowledge basis for your future term.

In that sense no specific preparation is necessary beyond what has been described in the Agenda below. Therefore sit back, absorb as much as you can, prepare yourself to rejoin your colleagues in your Area and do not forget to enjoy!

It is our pleasure to invite you to the Introductory Workshops!

The International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30 – 15:30

WELCOME TO ELSA - ASSOCIATION KNOWLEDGE 101

Description

Understanding the structure and operation of ELSA is a crucial point of knowledge for any incoming ELSA Officer. This workshop will provide you with an overview of the most relevant general ELSA Knowledge, including the division of ELSA's internal structure into Key and Supporting Areas, the responsibilities of each Area, our decision-making processes and some basic regulations.

Outcome

Participants have acquired the general ELSA Knowledge necessary to meaningfully assume their Officer positions.

Preparation

None.

15:30 – 16:30

GDPR FOR EVERYONE!

Description

By popular misconception, GDPR has always been designated as a part of the work of the Internal Management Area alone. However, with the rising importance of data privacy and the fact that the majority of both Key and Supporting Areas in ELSA are engaged in processing of personal data, it is crucial for all incoming ELSA Officers to know the basics of Data Protection within our Network.

Outcome

Participants are familiar with the basic rules of Data Protection and are prepared to apply them effectively in their work.

Preparation

None.

17:00 – 18:00

HOCUS, POCUS, FOCUS

Description

The International Focus Programme is a crucial cornerstone of Legal Education within ELSA, embodying our mission to promote awareness on significant subjects for law students, and young lawyers. Throughout this workshop, you will gain insights into the framework of the topic and potential subtopics of IFP and brainstorm on potential events.

Outcome

Participants have understood the general purpose and structure of the International Focus Programme and have a more clear picture of its implementation.

Preparation

Go through the [IFP Outline 2022-2025](#) and be ready to share examples of your national events and ideas on further implementation.

18:00 – 19:00

CTRL + ELSA

Description

In the 21st Century, there is no ELSA without appropriate IT Systems in place. Therefore this workshop will focus on providing new ELSA Officers with all the necessary IT tools for the appropriate execution of their duties.

Outcome

Participants are familiar with the most relevant IT systems and tools relevant for their work as ELSA Officers.

Preparation

None.

Sunday, 10th September 2023

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS & EXPANSION WORKSHOPS

Timetable

	7th September	8th September		9th September	10th September		
	Thursday	Friday		Saturday	Sunday		
10:00-10:30	Free	Training 1. Negotiation Skills OR 2. Stress & Time Management		Training 1. Conflict & Crisis Management OR 2. Knowledge Management	Training 1. Leadership Skills OR 2. Communication & Public Speaking		
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-13:00							
13:00-13:30		Lunch					
13:30-14:00							
14:00-14:30							
14:30-15:00		Introductory Workshops for Beginners	An introduction to BEE, with a focus on Board Management	Mastering the External Relations (Joint BEE & PD)	Diversity & Inclusion (Joint BEE & IM)		
15:00-15:30					Team Building and Miscellaneous		
15:30-16:00							
16:00-16:30		Coffee Break				Closing	
16:30-17:00	Introductory Workshops for Beginners	Steering the Ship: Strategic Planning from a President's Perspective	It would not be FUN without FUNdraising (Joint BEE & FM)				
17:00-17:30							
17:30-18:00							
18:00-18:30	Opening	Dinner			Free		
18:30-19:00							
19:00-19:30	Socials						
19:30-20:00							
20:00-20:30							
20:30-21:00							
21:00-							

Preparation and Reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA.
- Read relevant parts of the [International Council Meeting Decision Book, 61st Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2023/2024, which is to be sent out soon.
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the III. International Training Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact us at president@elsa.org.

Use the BEE mailing list (ELSA-BEE@LISTERV.ELSA.ORG) as well as [ELSA BEE TEAM 2023/2024](#) Facebook group and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is our pleasure to welcome you to the BEE Workshop!

The International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30 – 16:30

AN INTRODUCTION TO BEE, WITH A FOCUS ON BOARD MANAGEMENT

Description

This workshop will tackle the tasks that every President needs to have in mind during the term. From managing their Boards, to contacting externals, expansion, and giving the Association a specific direction for the year, we will explore what there is to do during the term and how to best help our Board Members develop their work. We will also go a bit more in depth on how to manage a board and your network.

Outcome

An understanding of what it is to be a President and the responsibilities that the position brings with it. A particular focus shall be given to how Presidents should interact with their Board Members throughout the term, enabling you to create a comfortable environment for all of them. Also, you should be able to better sense what your members expect from you as a President and how to deal with these expectations.

Preparation

Skim through the [BEE Handbook](#) available on the [Officers' Portal](#). Also, check the [Statutes and Standing Orders](#), in particular article 9 of the Standing Orders, and the [International Council Meeting Decision Book](#), in particular Part 2.

17:00 – 19:00

STEERING THE SHIP: STRATEGIC PLANNING FROM A PRESIDENT'S PERSPECTIVE

Description

Not everything can be achieved in a year. For that reason, during this workshop we will approach strategic planning as a means to achieve our medium to long term objectives, ensuring consistency and continuity throughout the years. We will also discuss your specific roles as Presidents when it comes to Strategic Planning.

Outcome

An understanding of the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. You will also understand how to start developing your own strategic goals and financial strategy, adapted to your own Networks.

Preparation

Skim the [Strategic Goals 2023 Implementation Handbook](#) and the [Strategic Plan Yearly Report 2022/2023](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 of Part 1.

Saturday, 9th September 2023

14:30-16:30

MASTERING THE EXTERNAL RELATIONS (joint with BEE)

Description

During the External Relations Workshop, we will discover the importance of a good collaboration between BEE and PD. Indeed, both of these areas are working a lot with externals and have the hard task of convincing professionals to be part of our projects. For this, some knowledge and practice are required.

Outcome

Presentation of the External Relations Procedure, on how to approach externals and exercises.

Preparation

Read the [International Council Meeting Decision Book](#), in particular Chapter 3 of Part 2.

17:00 - 19:00

IT WOULD NOT BE FUN WITHOUT FUNDRAISING (JOINT BEE & FM)

Description

Fundraising is essential not only for Presidents but also for Treasurers. During these two hours, we will go through successful fundraising strategies, sharing tips and tricks on being the best in this area and developing valuable techniques. This workshop combines theoretical knowledge with hands-on practical exercises.

Outcome

Learn how to be excellent in fundraising and find a way to cover some of the expenses.

Preparation

None.

Sunday, 10th September 2023

14:30 – 15:30

DIVERSITY & INCLUSION (JOINT BEE & IM)

Description

Apart from being a part of our vision in its cultural aspect, diversity has been proven scientifically to increase the quality of decision-making within both executive bodies and organisations broadly speaking. While ELSA has always stood behind its vision of being a diverse association, the need to highlight diversity as an important aspect of our culture of human resources and give way to more robust practical implementation has become more and more significant. During this joint BEE & IM workshop we will attempt to spark a discussion both on the importance of the topic, but also on concrete ideas for its practical implementation mentioned above.

Outcome

Participants have a clear understanding of the importance of diversity and inclusion within ELSA and have a plan of practical solutions to implement within their National and Local Groups.

Preparation

None.

15:30 – 16:30

TEAM BUILDING AND MISCELLANEOUS

Description

After a weekend of work, it is time to relax and get to know the people we will be working with throughout the year. For that, the purpose of our last workshop will be for all of us to share the expectations, fears and goals that we all have for the year, as well as creating a safe space for all of us to talk about what worries us as a BEE team.

Outcome

The main purpose of this workshop will be to get to know each other a bit more and to create an environment where all the Presidents feel welcomed and free to share their experiences and opinions with each other.

Preparation

None.

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOPS

Timetable

	7th September	8th September		9th September	10th September			
	Thursday	Friday		Saturday	Sunday			
10:00-10:30	Free	Training 1. Negotiation Skills OR 2. Stress & Time Management		Training 1. Conflict & Crisis Management OR 2. Knowledge Management	Training 1. Leadership Skills OR 2. Communication & Public Speaking			
10:30-11:00								
11:00-11:30								
11:30-12:00		Lunch		Lunch				
12:00-12:30								
12:30-13:00								
13:00-13:30		Opening	Introductory Workshops for Beginners	IM Danny, Who are you?	HR Called: They wanna have a Chat!	Diversity & Inclusion (Joint BEE & IM)		
13:30-14:00				The Three Rules of Life - S, SO & DB		The Not-So-Secret Secret Toolbox		
14:00-14:30				Coffee Break			Closing	
14:30-15:00				Introductory Workshops for Beginners		Diamonds are Temporary, ELSA Training is Forever		Thriving Together: Unravelling Welfare
15:00-15:30	This Barbie is also a Project Manager							
15:30-16:00	Dinner			Free				
16:00-16:30	Dinner							
16:30-17:00	Dinner							
17:00-17:30	Dinner							
17:30-18:00	Dinner							
18:00-18:30	Socials			Free				
18:30-19:00	Socials							
19:00-19:30	Socials							
19:30-20:00	Socials							
20:00-20:30	Socials			Free				
20:30-21:00	Socials							
21:00-	Socials							

Preparation and reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA.
- Read relevant parts of the [International Council Meeting Decision Book, 61st Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2023/2024, which is to be sent out soon.
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the III. International Training Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Secretary General of the International Board of ELSA at secgen@elsa.org.

Use the Internal Management mailing list (ELSA-IM@LISTERV.ELSA.ORG) as well as [ELSA IM TEAM 2023/2024](#) Facebook group and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the IM Workshop!



Yordan Kyurkchiyski
Secretary General
International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30-15:30

IM DANNY, WHO ARE YOU?

Description

What is Internal Management? Who is the Secretary General? What is their role? As a welcoming opportunity for our IM community, we would have a workshop dedicated to getting to know each other, understanding our roles as Secretaries General and other IM Officers and setting the groundwork for the weekend ahead.

Outcome

Participants get to know each other and have a better overview of their role.

Preparation

None.

15:30-16:30

THE THREE RULES OF LIFE - S, SO & DB

Description

As a famous IMer once said: “There is no stable foundation in anything in ELSA if we do not follow our regulations”. As the statement suggests, the legal and regulatory compliance of an ELSA Group plays an enormous part in the stability of the Group and has a lot to do with the work of an IMer. During this Workshop we will delve further into what the regulations applicable to our work are and where our responsibilities lie. Participants will have the opportunity to get an overview of the regulations of ELSA and work on practical scenarios concerning their application.

Outcome

Participants have comprehensive knowledge about the regulations of ELSA and their responsibilities within their National and Local Groups.

Preparation

Read the [Statutes and Standing Orders of ELSA](#) and the current edition of the [International Council Meeting Decision Book](#).

17:00-18:00

DIAMONDS ARE TEMPORARY, ELSA TRAINING IS FOREVER

Description

During this workshop we will discuss the ELSA Training programme - what it is, what it has to offer and how it can best be utilised in the context of the overall knowledge management your Network. Specifically, we will address the procedure of requesting a Trainer from the International Trainers’ Pool (ITP), the available training sessions and your previous experience with the programme.

Outcome

Participants will become familiar with the concept of ELSA Training and will have a practical insight into how they can utilise within their National and Local Groups.

Preparation

Explore the [ELSA Training website](#). Look into the available topics and reflect on these you would be interested in learning more about.

18:00-19:00

THIS BARBIE IS ALSO A PROJECT MANAGER

Description

Secretaries General are usually perceived as a mostly administrative worker, who deals predominantly with rather mundane tasks concerning administration, archiving and overall documentation. However, contrary to popular belief, IMers have high potential within their position to also get involved in quality project management. This workshop will focus on the IMer's role in the organisation of Internal Meetings - from the National to the International. We will look into the practical aspects of organising an Internal Meeting, whether that is an International Council Meeting (ICM) or a National Council Meeting (NCM) and will share some of the available resources to alleviate our workload.

Outcome

Participants will learn more about the project management side of their role. They will solidify their knowledge of how to organise a smooth National Council Meeting and leave the workshop equipped with the required tools.

Preparation

Reflect back upon your transition and what you have learned regarding the organisation of your Internal Meetings. Do you have a clear plan for the organisation of your NCM? Are there any practical resources you wish existed, but you do not currently have access to?

Saturday, 9th September 2023

14:30 – 16:30

HR CALLED: THEY WANNA HAVE A CHAT!

Description

Human Resources are the key components that make ELSA what it is. With this ITM being positioned within the beginning of your term, this workshop is a perfect opportunity for you to get some practical experience in the development of mini Human Resources Strategy which you can later expand upon and implement within your time in office. You will be introduced to the basics of a Human Resources Strategy, the process of its implementation, what ELSA International has to offer from its Human Resources Department and more.

During the workshop we will also touch upon the points of having a National or Local Team of Directors & Assistants, the benefits of such a team and techniques on how to effectively delegate.

Outcome

Participants will gain knowledge regarding the strategic base and practical implementation of a Human Resources Strategy. They will further get an insight into how to effectively delegate and distribute their workload across a Team and foster a positive relationship with it.

Preparation

None.

17:00 – 19:00

THRIVING TOGETHER: UNRAVELLING WELFARE

Description

Officer Welfare has not only been set as one of the priorities for ELSA within its Strategic Plan 2023-2028, but has also solidified itself as one of the most important foundations in establishing an engaged Network. The purpose of this workshop will be two-fold - to on one hand provide you with practical knowledge on current welfare procedures and the importance to develop such in your National or Local Group, but also to discuss some of the potential changes to be brought when it comes to the structure and content of the Code of Conduct of ELSA.

Outcome

Participants are knowledgeable about current welfare procedures and mechanisms to enhance Officer Welfare generally. There is additionally a clear understanding and consensus of the changes to be brought forward to the Code of Conduct of ELSA.

Preparation

Read the current [Code of Conduct](#) of ELSA.

Sunday, 10th September 2023

14:30 – 15:30

DIVERSITY & INCLUSION (JOINT BEE & IM)

Description

Apart from being a segment of our vision in its cultural aspect, diversity has been proven scientifically to increase the quality of decision-making within both executive bodies and organisations broadly speaking. While ELSA has always stood behind its vision of being a diverse and inclusive association, the need to highlight diversity as an important aspect of our culture of human resources and give way to more robust practical implementation has become more and more significant. During this joint BEE & IM workshop we will attempt to spark a discussion both on the importance of the topic, but also on concrete ideas for its practical implementation mentioned above.

Outcome

Participants have a clear understanding of the importance of diversity and inclusion within ELSA and have a plan of practical solutions to implement within their National and Local Groups.

Preparation

None.

15:30 – 16:30

THE NOT-SO-SECRET SECRET TOOLBOX

Description

The workload of an IM Officer can very easily become overwhelming, especially during high intensity periods, such as the ones surrounding Internal Meetings or recruitment periods. This workshop is all about the available tools, put in place to assist us in the execution of tasks. We will look into different knowledge management materials, IT and other useful tools, which can be of use and you will have the opportunity to practically engage with them in the form of an exercise. At the end, there will also be a possibility to provide feedback on the different materials, especially if any have proven to be unsatisfactory to be of any real assistance.

Outcome

Participants will have a comprehensive and familiar toolkit to work with throughout the year in order to alleviate their workload.

Preparation

Explore the [Officers' Portal](#). Reflect on whether you have come across or used any of the tools there before. Are there any tools which you wish existed, but have not found? Further, think about your level of knowledge when it comes to G-Suite, Wordpress, Slack (and other communication tools), Microsoft Office, and any other relevant tools.

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

FINANCIAL MANAGEMENT WORKSHOPS

Timetable

	7th September	8th September		9th September	10th September
	Thursday	Friday		Saturday	Sunday
10:00-10:30	Free	Training 1. Negotiation Skills <u>OR</u> 2. Stress & Time Management		Training 1. Conflict & Crisis Management <u>OR</u> 2. Knowledge Management	Training 1. Leadership Skills <u>OR</u> 2. Communication & Public Speaking
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-13:00					
13:00-13:30		Lunch			
13:30-14:00					
14:00-14:30					
14:30-15:00		Introductory Workshops for Beginners	Welcome to the FMily	EDF, the best friend of a treasurer	The importance of the financial planning
15:00-15:30			Be Excellent, use Excel		
15:30-16:00					
16:00-16:30					
16:30-17:00	Coffee Break				Closing
17:00-17:30	Introductory Workshops for Beginners	Has anyone mentioned free money? Let's apply for a grant.	It would not be FUN without FUNdraising (Joint BEE & FM)		
17:30-18:00					
18:00-18:30		Opening			
18:30-19:00					
19:00-19:30	Dinner				Free
19:30-20:00					
20:00-20:30					
20:30-21:00					
21:00-					

Preparation and reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA.
- Read relevant parts of the [International Council Meeting Decision Book, 61st Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2023/2024, which is to be sent out soon.
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the III. International Training Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Treasurer of the International Board of ELSA at treasurer@elsa.org.

Use the Financial Management mailing list (ELSA-FM@LISTSERV.ELSA.ORG) as well as [ELSA FM Team 2023/2024](#) Facebook group and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the FM Workshop!



Adéla Chloupková

Treasurer

International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30 – 15:30

WELCOME TO THE FAMILY

Description

Being a Treasurer can be pretty daunting at times. However, this workshop will allow us to explore our responsibilities, exchange effective strategies, and address any uncertainties related to the FM area. Moreover, it serves as a platform for you to openly share your personal experiences as a Treasurer and outline your plans for the current term. Together, we can navigate the challenges and make the most out of this role.

Outcome

Learn about the tasks of the Treasurer and their difficulties.

Preparation

None.

15:30 - 16:30

BE EXCELLENT USE EXCEL

Description

Excel is a powerful tool that can significantly enhance a treasurer's efficiency and effectiveness in managing financial data, analysing budgets, and making informed decisions. This hands-on workshop aims to provide treasurers with practical knowledge and real-world applications, making them proficient in Excel and its various functions.

Outcome

Learn how to use Excel effectively.

Preparation

None.

17:00 - 19:00

HAS ANYONE MENTIONED FREE MONEY? LET'S APPLY FOR A GRANT

Description

Grants hold central importance in backing diverse initiatives, and the primary goal of this workshop is to unravel the complexities of the grant application process. Together we will go thru the procedure of applying for grants, share some tips and tricks and explain how the grant database of ELSA International works.

Outcome

Learn how to search and apply for a grant.

Preparation

Prepare answers to questions if your group has ever applied for the grant, if your group is applying annually, and how you search for the grants. Look at the [Grant database](#) of ELSA International.

Saturday, 9th September 2023

14:30 – 16:30

EDF, THE BEST FRIEND OF A TREASURER

Description

If your project experiences financial losses, there's no need to panic because EDF can assist you in offsetting those losses. The ICM Malta brought about several changes in the EDF, making it crucial to familiarise yourself with the updated procedures. In this workshop, we will thoroughly explore the new regulations and provide a step-by-step guide on how to apply for EDF, which we will also practice through a practical case.

Outcome

Understand the changes in EDF and learn how to apply for EDF.

Preparation

Read the [Standing orders](#) of the ELSA Development Foundation and [guidelines](#).

17:00 - 19:00

IT WOULD NOT BE FUN WITHOUT FUNDRAISING (JOINT BEE & FM)

Description

Fundraising is essential not only for Presidents but also for Treasurers. During these two hours, we will go through successful fundraising strategies, sharing tips and tricks on being the best in this area and developing valuable techniques. This workshop combines theoretical knowledge with hands-on practical exercises.

Outcome

Learn how to be excellent in fundraising and find a way to cover some of the expenses.

Preparation

None.

Sunday, 10th September 2023

14:30 – 16:30

THE IMPORTANCE OF THE FINANCIAL PLANNING

Description

Financial Planning is fundamental for every individual, association, or company. This workshop offers a comprehensive training program focused on developing knowledge and skills in this vital area. You will learn how to manage personal finances and effectively handle your ELSA group's finances. The workshop empowers you to make informed decisions and allocate resources wisely to achieve your strategic goals.

Outcome

Learn about how to achieve financial stability.

Preparation

Look at how your group handles financial planning and prepare a small summary of it.

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

MARKETING WORKSHOPS**Timetable**

	7th September	8th September	9th September	10th September	
	Thursday	Friday	Saturday	Sunday	
10:00-10:30	Free	Training 1. Negotiation Skills OR 2. Stress & Time Management	Training 1. Conflict & Crisis Management OR 2. Knowledge Management	Training 1. Leadership Skills OR 2. Communication & Public Speaking	
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-13:00					
13:00-13:30		Lunch			
13:30-14:00					
14:00-14:30					
14:30-15:00		Introductory Workshops for Beginners	We have survived- the first month as a Marketer	Graphic Design 101	Audiovisual: a sneak peak / One last dance
15:00-15:30					
15:30-16:00					
16:00-16:30		Coffee Break			Closing
16:30-17:00					
17:00-17:30	Introductory Workshops for Beginners	IB Life / Network Engagement - Let's have a look	Protectors of Corporate Identity and Branding		
17:30-18:00					
18:00-18:30					
18:30-19:00	Opening	Free			
19:00-19:30					
19:30-20:00					
20:00-20:30	Dinner				
20:30-21:00					
21:00-	Socials				

Preparation and reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA.
- Read relevant parts of the [International Council Meeting Decision Book, 61st Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2023/2024, which is to be sent out soon.
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the III. International Training Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Deputy Vice-President in charge of Marketing of the International Board of ELSA at marketing@elsa.org.

Use the Marketing mailing list ELSA-MARKETING@listserv.elsa.org as well as [ELSA Marketing TEAM 2023/2024](#) Facebook group and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

I am more than excited to welcome you to the MKT Workshop!



Fidan Namazova

Deputy Vice President in charge of Marketing
International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30 – 16:30

WE HAVE SURVIVED: ONE MONTH AS A MARKETER

Description

Marketers are always in touch with almost every area communicating nonstop - which can be a little overwhelming sometimes. During this workshop we will discuss the tasks of the Marketers, talk about general/specific difficulties and brainstorm their possible practical solutions. You will have the chance to share your experience and exchange your knowledge. Finally, we will also discuss the needed qualities of a Marketer to be able to achieve the goals of the area.

Outcome

Learn about the tasks of the Marketers and their difficulties - boost your motivation!

Preparation

Take notes about the issues/doubts/concerns that you have regarding your area and position.

17:00-19:00

IB LIFE AND NETWORK ENGAGEMENT - LET'S HAVE A LOOK

Description

43 countries, 60.000 members... Sounds impossible to coordinate? In this workshop we will discuss how to successfully work with National (Local) groups and keep being part of an international network at the same time. After learning the benefits of effective network engagement, your ELSA career will change forever!

Outcome

Learn about the basic knowledge regarding IB life and the importance of network engagement.

Preparation

Prepare your questions- what do you want to know about the Marketer of the International Board / the ELSA Network.

Saturday, 9th September 2023

14:30 – 16:30

GRAPHIC DESIGN 101

Description

Graphic Design is an essential part of modern professional life - especially if you are a Marketer! To know how to use elements, colours and photos effectively will make your work easier. In this workshop you will have the opportunity to exercise your graphic design skills with practical tasks.

Outcome

Learn about the fundamentals of graphic design.

Preparation

None.

17:00 – 19:00

PROTECTORS OF CORPORATE IDENTITY AND BRANDING

Description

As Marketers we are the protectors of our beloved Association's CI and Branding. In this workshop we will discuss the fundamental CI and Branding rules, the use of the ELSA logo and talk about how to prevent possible violations.

Outcome

Learn about Corporate Identity and Branding / how to protect them.

Preparation

Take a look at the current Brand Book of ELSA (Annex 3 of the [International Council Meeting Decision Book](#)).

Sunday, 10th September 2023

14:30 – 16:30

AUDIOVISUALS: A SNEAK PEAK / ONE LAST DANCE

Description

Videos are the king of social media contents. The recent popularity of Reels, TikTok and YouTube shorts once again shows us the importance of short and engaging audiovisuals. In this workshop you will get a chance to learn about the essentials of audiovisual content/how to create and post them.

Outcome

Learn about Audiovisuals and current trends on video content.

Preparation

Prepare your ELSA Spirit - we say goodbye for now!

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

ACADEMIC ACTIVITIES & COMPETITIONS WORKSHOPS**Timetable**

	7th September	8th September		9th September	10th September
	Thursday	Friday		Saturday	Sunday
10:00-10:30	Free	Training 1. Negotiation Skills OR 2. Stress & Time Management		Training 1. Conflict & Crisis Management OR 2. Knowledge Management	Training 1. Leadership Skills OR 2. Communication & Public Speaking
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30		Lunch			
12:30-13:00					
13:00-13:30					
13:30-14:00		Introductory Workshops for Beginners	Welcome to the magiCal fAAmily!	Enter to win! - Competitions	oops I did it again - OYOP
14:00-14:30			Relationship advice - how do we interact with other areas?	Hi Helga, Hi Jackson!	
14:30-15:00			Coffee Break		
15:00-15:30	Introductory Workshops for Beginners		Read you, wrote you - Legal Writing	ROLE the dice!	
15:30-16:00				It's not just ELSA Day! - AHRC	
16:00-16:30			Free		
16:30-17:00	Dinner				
17:00-17:30					
17:30-18:00					
18:00-18:30		Opening	Introductory Workshops for Beginners	Read you, wrote you - Legal Writing	It's not just ELSA Day! - AHRC
18:30-19:00					
19:00-19:30	Dinner				
19:30-20:00					
20:00-20:30					
20:30-21:00					
21:00-	Socials				

Preparation and reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA.
- Read relevant parts of the [International Council Meeting Decision Book, 61st Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2023/2024, which is to be sent out soon.
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the III. International Training Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact:

- the Vice President in charge of Academic Activities of the International Board of ELSA academicactivities@elsa.org; or
- the Vice President in charge of Competitions of the International Board of ELSA at competitions@elsa.org.

Use the AA/C mailing list (ELSA-AA@listserv.elsa.org), [Facebook group](#) or [WhatsApp group](#) and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is our pleasure to welcome you to the AA/C Workshops!



Nadia Dourida

Vice President in charge of Academic
Activities



Maciej Łodziński

&

Vice President in charge of
Competitions

International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30-15:30

WELCOME TO THE MAGICAL FAAMILY

Description

In this ITM AA/C Workshop, we will start by going over the few rules for the upcoming workshop that will guarantee that our ITM will go smoothly and will be an enjoyable experience for everyone. We will introduce ourselves and our projects. It'll also be a chance to receive comprehensive updates on the international level and inquire about the exciting plans for this term. Then we are going to move to briefly discussing the relationship between the two areas and how it will develop in the future. However, the key to making these plans successful is to build connections with each other. So, let's take the time to introduce ourselves and become part of the AA/C family.

Outcome

The workshop aims to foster familiarity with AA & C, our projects, and all the members within our wonderful community.

Preparation

Be ready to introduce yourself and meet other Officers from the Network! Additionally think what does being an AA and C officer mean to you, and how you would describe the relationship in your Local / National Group.

15:30-16:30

RELATIONSHIP ADVICE: HOW DO WE INTERACT WITH OTHER AREAS?

Description

Being a member of the Board requires a good grasp of group dynamics and effective communication with other Areas. As a Key Area representative, you will collaborate with other Board Members (Key or Supporting) for various purposes. In this workshop, we will emphasise the importance of understanding your role in such scenarios and knowing what to anticipate from your fellow Board Members.

Outcome

Upon completion of this workshop, participants will gain comprehensive insight into the primary responsibilities of every Board Member and grasp the dynamics of how various positions collaborate with one another over the course of the year.

Preparation

Think about how you interact with other Board Members throughout the year. What are the needs of your area and how can they be supported by other ones?

17:00-19:00

READ YOU, WROTE YOU- LEGAL WRITING

Effective communication is the cornerstone of success, and there is no more critical skill than Legal Writing. One of the most useful tools our association provides, that can either be used to advocate or touch upon important issues from a strictly legal perspective. During this workshop, participants will get detailed information on the “how” of establishing Law Reviews and Legal Research Groups. We will touch upon the importance of these projects, and also introduce the recently launched International Legal Research Group on Law and Sustainability and the LexisNexis Essay Competition.

Outcome

Learning about the Association’s Legal Writing projects and opportunities and understanding the steps for developing the legal writing field in our Network

Preparation

Think about the legal writing projects for which you want to collaborate with other National and/or Local Group(s) this term and do not forget to check [Law Review Handbook](#) and [LRG Handbook](#).

Saturday, 9th September 2023

14:30-15:30

ENTER TO WIN! - COMPETITIONS

Description

During this workshop we will give you a glimpse into the range of possibilities that organising a competition offers to you as an Officer and of course - to its participants. We will take a closer look at Competitions from the International Council Meeting Decision Book - the ELSA Negotiation Competition, Client Interviewing Competition, Witness Interviewing Competition. Next we will introduce the Academic Competitions Team and ENC Team to make sure that every Officer seeking guidance or support in creating/developing their project knows whom to reach out to. At the end, we will open the floor for you to share your most exciting competitions organised in your Local and National Groups to inspire each other! We will make sure to make it exciting and informative for new Officers and those who already have experience, stay tuned!

Outcome

The Officers are knowledgeable of ELSA's regulations regarding Competitions, have the knowledge on where to look for the supporting materials and whom to ask for support when organising / developing a competition as well as are inspired by each other to create exciting projects during their own terms.

Preparation

- Read Part 7. Competitions from the current [International Council Meeting Decision Book](#);
- Familiarise yourselves with the Academic Competitions materials available at the [Officers Portal](#).

15:30-16:30

HI HELGA, HI JACKSON! - FLAGSHIP MOOT COURTS OF ELSA

Description

September marks the launch of the 12th edition of the Helga Pedersen Moot Court Competition and the 22nd edition of the John H. Jackson Moot Court Competition. It is important for all AA/C Officers to grasp the functioning of both Moots and understand how our entire Network can contribute to their promotion. To achieve that we will go over the application procedures, most important deadlines, marketing materials and examples of events that you can organise to encourage future participants to sign up for the Competitions! We will also make sure to present to you JHJMCC and HPMCC Teams should you need assistance in creating your own Flagship Moot Court-related projects.

Outcome

Officers of the Network possess the necessary knowledge about ELSA's Flagship Moot Courts. They know their selling points and how to use them to encourage law students to participate in them.

Preparation

- Look at the [Helga Pedersen Moot Court Competition's Website](#) and the [John H. Jackson Moot Court Competition's Website](#);
- Familiarise yourselves with the John H. Jackson Moot Court Competition and Helga Pedersen Moot Court Competition materials available at the [Officers Portal](#);
- Think about all the questions that you yourselves have when it comes to John H. Jackson Moot Court Competition and Helga Pedersen Moot Court Competition and be ready to ask them.

17:00-18:00

ROLE THE DICE!

Description

The Rule of Law Education Programme is one of the most important projects within the Academic Activities area. Through non-formal education, law students can teach younger generations about the Rule of Law, have a direct impact on society and strengthen social responsibility. During this workshop, participants will learn more about the ROLE curriculum, and how they can implement the project Nationally in an effective way. Bearing in mind that the project is relatively new, participants will have the chance to share their concerns and discuss about how we can make it more sustainable in the future.

Outcome

Learn more about ROLE and its impact to society; Gain insight on how to effectively implement the project.

Preparation

Read the [ROLE Handbook](#) (Available from the 1st September 2023).

18:00-19:00

ITS NOT JUST ELSA DAY!- AHRC

Description

Getting caught up into our hectic terms, sometimes we prioritize some projects over the others. The Annual Human Rights Campaign doesn't appear to be the first priority for most...but why is that? During this workshop participants will get a clear idea of the structure of the Annual Human Rights Campaign and its opportunities. We will touch upon ways that Officers can be more involved in this initiative all year long, and how to experiment with different ideas that are not limited to ELSA Day. Finally, we will reveal the prize of this years AHRC Competition!

Outcome

Learn more about the Annual Human Rights Campaign and this years topic: Corruption and Human Rights. Learn about its differences with ELSA Day and how to approach both initiatives equally.

Preparation

Think about all the AHRC related projects that you want to implement this year, how do they fit into your OYOP? Read the [AHRC Statistics](#) on the Officers Portal.

Sunday, 10th September 2023

14:30 – 16:30

OOPS I DID IT AGAIN- OYOP

Description

Setting realistic goals for our terms can be tricky. Sometimes we get caught up in small details and forget the baseline we set in the beginning. During this workshop we will discuss the process of setting achievable and realistic goals that align with our vision. Participants will also have the chance to share their plans, their fears or their ambitions and discuss their ideas for the future.

Outcome

Learn about setting realistic goals and having a structured plan you can use as a guide from the beginning of the term

Preparation

Imagine your upcoming term: What would you like to implement? Which is your biggest fear and your biggest goal for the future? Don't necessarily limit your thoughts to concrete projects, think out of the box!

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

Preparation and reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA.
- Read relevant parts of the [International Council Meeting Decision Book, 61st Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2023/2024, which is to be sent out soon.
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the III. International Training Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Deputy Vice President in charge of Professional Development of the International Board of ELSA at professionaldevelopment@elsa.org.

Use the PD mailing list (ELSA-STEP@listserv.elsa.org) as well as [ELSA PD TEAM 2023/2024](#) Facebook group and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the PD Workshop!



Maria Vittoria Voi

Deputy Vice President in charge of Professional Development
International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

Welcome to the III. International Training Meeting! During this opening workshop we will take the opportunity to introduce ourselves as the International Board of ELSA, present to you the Agenda for the duration of the ITM and set some of the mutual expectations for the extended weekend ahead.

Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30- 15.30

DO YOU WANNA BUILD A SNOWMAN?

Description

The Professional Development area may seem like a solo area, but in reality, it is not. In this workshop, we will get to know each other better and share our experiences, expectations and goals for this upcoming term. It will be a moment to reflect together on the PD's area possibilities and to know the other Officers for this term.

Outcome

Presentation of ELSA, of the Professional Development area and the Officers present at the ITM.

Preparation

None.

15:30-16.30

HOW TO GET AWAY WITH *JOB HUNTING*

Description

The Job Hunting period is one of the most challenging and important during the year. During this period, ELSA Officers actively seek Traineeship Providers to participate in our Traineeship Programme, which can become a real challenge and not easy.

Outcome

The Job Hunting process with tips and tricks to be successful.

Preparation

None.

17:00-18.00

HOW TO GET AWAY WITH STUDENT HUNTING

Description

The Student Hunting process is very intricate. It involves a delicate balance of encouraging both students and young lawyers to submit their applications, promoting the portfolio of the Traineeships, and correcting the received applications. Despite the apparent complexity, there exists a magical checklist that will help as a guiding light, ensuring that no crucial step of the process will be forgotten.

Outcome

The Student Hunting process, the promotion of the Traineeships and the verification of the applications.

Preparation

None.

18:00-19:00

SURVIVAL KIT FOR THE PERFECT PDDER

Description

Last year some changes were made to the area, also thanks to the suggestions received after the last ICM Malta. At the end of the year, the new handbooks were released and some forms have changed their appearance, to make the work of the Officers more efficient. Let's discover them all together!

Outcome

Presentation of the new handbooks, materials and tools of the PD area.

Preparation

None.

Saturday, 9th September 2023

14:30-16:30

MASTERING THE EXTERNAL RELATIONS (joint with BEE)

Description

During the External Relations Workshop, we will discover the importance of a good collaboration between BEE and PD. Indeed, both of these areas are working a lot with externals and have the hard task of convincing professionals to be part of our projects. For this, some knowledge and practice are required.

Outcome

Presentation of the External Relations Procedure, on how to approach externals and exercises.

Preparation

Read the [International Council Meeting Decision Book](#), in particular Chapter 3 of Part 2.

17:00-19:00

DEVELOP PROFESSIONALISM IN OUR WAY

Description

Not only Traineeships but also professional development events that enhance the skills of our members. Let's discover together these formats and also the new format of the area, the legal tandem, giving space to the imagination!

Outcome

Prepare the Professional Development Officers for the organisation of new PD events and the presentation of the new Legal Tandem format.

Preparation

Read the new [Professional Development Handbook](#) and the new [Legal Tandem Handbook](#).

Sunday, 10th September 2023

14:30 – 15:30

RECEPTION: THE BEST PLACE TO BE

Description

The Reception process is still the less explored part of our area and the more intricate of ELSA Traineeships process. Let's talk about it! What sights and experiences would you like to receive as a Trainee in a foreign country? How would you assist a Trainee facing challenges with a Traineeship Provider?

Outcome

Presentation about the Reception aspect and strategies to ensure the success of this crucial process.

Preparation

None.

15:30-16:30

TIME MANAGEMENT OF THE YEAR

Description

Planning the area's work is important for every PD Officer. The deadlines to remember are many and can be very challenging if you do not think ahead. We will try to plan the year together to work better, even under pressure and in the most chaotic periods.

Outcome

Timetable of the year with tips and tricks.

Preparation

None.

16:30– 17:30

CLOSING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

As all good things, the III. International Training Meeting also comes to an end. During this closing workshop we will say our last goodbyes, share some memories and also address any remaining questions which have arisen in the previous days. Participants will have an opportunity to also share feedback about their experience at the ITM, including any possible room for improvement in the future.

Outcome

The III. International Training Meeting is closed.

Preparation

None.

SEMINARS & CONFERENCES WORKSHOP

Timetable

	7th September	8th September	9th September	10th September	
	Thursday	Friday	Saturday	Sunday	
10:00-10:30	Free	Training 1. Negotiation Skills <u>OR</u> 2. Stress & Time Management	Training 1. Conflict & Crisis Management <u>OR</u> 2. Knowledge Management	Training 1. Leadership Skills <u>OR</u> 2. Communication & Public Speaking	
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-13:00					
13:00-13:30		Lunch			
13:30-14:00					
14:00-14:30					
14:30-15:00		Introductory Workshops for Beginners	A new year; Here we go again!	It's me, hi! I'm the S&Cer, it's me!	#S&C_efficiency
15:00-15:30					Cooler kids on the block!
15:30-16:00					
16:00-16:30					
16:30-17:00	Coffee Break			Closing	
17:00-17:30	Introductory Workshops for Beginners	Greetings from the UN	Sexy & Cool Back to School!		
17:30-18:00				(Why don't I) See you online ?!	
18:00-18:30		Opening			
18:30-19:00	Dinner		Socials	Free	
19:00-19:30					
19:30-20:00					
20:00-20:30					
20:30-21:00					
21:00-					

Preparation and reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

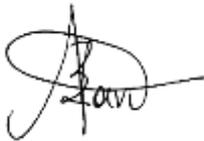
- Read these Working Materials cover to cover;
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Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Seminars and Conferences of the International Board of ELSA at seminarsconferences@elsa.org.

Use the Seminars and Conferences mailing list (ELSA-SC@LISTERV.ELSA.ORG) as well as the [ELSA S&C TEAM 2023/2024](#) Facebook group and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the S&C Workshop!



Xanthi Agoraki

Vice President in charge of Seminars and Conferences
International Board of ELSA 2023/2024

Draft Agenda

Thursday, 7th September 2023

18:00– 19:00

OPENING OF THE III. INTERNATIONAL TRAINING MEETING - JOINT

Description

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Outcome

Participants are familiar with the Structure and Agenda and have clear expectations about the ITM.

Preparation

None.

Friday, 8th September 2023

14:30 – 16:30

A NEW YEAR; HERE WE GO AGAIN!

Description

From conferences to law schools, visits to delegations, and physical to online events, the S&C area is full of exciting projects that need our attention. In this workshop, we'll delve into the recent developments in these projects and assess potential areas for improvement. How can S&C align with the new strategic goals? Our first workshop will be an opportunity for reflection, collaboration, and setting clear priorities.

Outcome

Participants will get an overview of the recent developments in the S&C area and identify short and long-term goals for the year(s) to come!

Preparation

You can get an idea of previous similar discussions by reading the minutes of the “S&C Multi Year Plan” workshop of [81st ICM Cosenza](#) (p. 372) and the “The future of S&C” workshop of [83rd ICM Malta](#) workshop (p. 544). Take a look at the [Strategic Plan of ELSA](#) for the period 2023-2028 (p.5), and think of what can be the contribution of S&C in its implementation.

17:00 – 18:00

GREETINGS FROM THE UN

Description

ELSA Delegations stands as one of our most esteemed projects, providing exclusive access to international institutions. Nevertheless, the project may still appear somewhat abstract to our Members. In this workshop, our primary goal is to dispel any uncertainties surrounding the project, discuss the promotion strategies followed by different National Groups and brainstorm fresh promotion ideas that can further enhance the project.

Outcome

Participants will gain insights into the organisation and coordination of ELSA Delegations while also having the opportunity to share their promotion initiatives and provide feedback on the general improvement of the project.

Preparation

Think of the promotion practices being followed in your National Group and be ready to share and evaluate them with the rest of the participants.

18:00 – 19:00

(WHY DON'T I) SEE YOU ONLINE ?!

Description

Online events took centre stage during COVID-19 but are currently faced with a lack of interest both from the Organisers and the Participants' part. In this workshop, we will delve into the structure and requirements of ELSA Webinars Academy and explore alternative organisational formats. Our aim is to enhance the project for renewed success.

Outcome

Participants will gain a full understanding of the organisational prerequisites of ELSA Webinars Academy and will familiarise themselves with various formats that the project can adopt to boost its popularity.

Preparation

None.

Saturday, 9th September 2023

14:30 – 16:30

IT'S ME, HI! I'M THE S&CER, IT'S ME!

Description

Getting started with a new term can feel a bit overwhelming, especially in the dynamic area of S&C, with a great variety of exciting projects. But fear not because understanding the purpose of these projects and how they align with our common purpose will guide us on our journey. Additionally, we'll explore the power of using the right communication channels and nurturing a continuous exchange of knowledge and feedback. In this workshop, we, the S&Cers, will discover ways to support each other and thrive, ensuring everyone's success!

Outcome

Participants will get a better understanding of the area of S&C, the international structure, and the purpose of the different communication channels. They will, hopefully, be ready to utilise those communication channels to facilitate their work throughout the year.

Preparation

None.

17:00 – 19:00

SEXY & COOL BACK TO SCHOOL!

Description

ELSA Law Schools is one of the favourite projects of our members and the leading academic event in our area! To ensure their continued success, we must explore the elements that make this project unique and get to know their regulations and their application. At the same time, we will take a look at all the exciting opportunities that will make the projects more accessible to both members and organisers!

Outcome

Participants will gain a better understanding of the regulations of ELSA Law Schools, their current status and future development.

Preparation

Take a look at the ELSA Law Schools [Handbook](#), [Terms & Conditions](#), and [Quality Standards](#).

Sunday, 10th September 2023

14:30 – 15:30

#S&C_EFFICIENCY

Description

S&C is full of amazing projects that require a lot of time and energy. Utilising our resources, such as handbooks, communication and project management platforms, and tools, will maximise our efficiency and minimise our success!

Outcome

Participants will get an overview of the existing materials and get acquainted with the tools they can use to simplify their work.

Preparation

Visit the S&C part of the [Officers Portal](#), and try to identify if the available tools are enough and if there are any additions/updates that need to be done. Think of the platforms/tools being used within your National Group and be ready to share them with the rest of the participants.

15:30 – 16:30

COOLEST KIDS ON THE BLOCK!

Description

Institutional and Study Visits hold a special place as two of the most captivating projects to organize and participate in. However, given the post-COVID era, some Officers are still concerned about their logistical aspects. In this workshop, we will revisit the essence of Institutional and Study Visits and identify the necessary steps to revitalise these projects.

Outcome

Participants will gain an understanding of the organisational aspects of Institutional and Study Visits and discuss ways to facilitate their organisation and achieve their continuation.

Preparation

Take a look at the Institutional Visits [Handbook](#) and the Study Visits [Handbook](#), and get ready to discuss the status of the projects and these tools.

16:30– 17:30

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Outcome

The III. International Training Meeting is closed.

Preparation

None.