

INTERNATIONAL TRAINING MEETING WORKING MATERIALS

1ST - 4TH SEPTEMBER 2022



Human Rights Partner of ELSA



Main Partners of ELSA



General Legal Partners of ELSA



General Education Partners of ELSA



elsa

The European Law Students' Association

FOREWORD

Dear ELSA Officers,

It is our pleasure to present to you the Working Materials of the II International Training Meeting (ITM) of ELSA. We have worked hard to create an engaging and exciting meeting, with relevant workshops and trainings, to help you increase your ELSA knowledge, learn important skills and be able to start bonding as a Network on an international level for the first time this term.

Please read these Working Materials carefully - page by page. They cover separate agendas for each Area respectively and while it might be tempting to only read through the sections of your Area, it is always good to have a general idea of what your fellow Boardies are up to so you can gain a better overview of the Association. It is also important to read your workshop descriptions carefully, as each workshop might require specific preparations.

We believe we can make this virtual meeting an enjoyable and instructive one and we are incredibly excited to meet you all very soon during the II ITM 2022!

Warm regards,

Yuri, Basil, Mikko, Inês, Jean, Linnéa, Leia, Dora
International Board of ELSA 2022/2023

TABLE OF CONTENTS

GENERAL TIMETABLE	4
INTERNATIONAL TRAINING MEETING GUIDE	5
Structure of the Agenda	7
Trainings	7
Online Meeting Guidelines	8
Board Management, External Relations & Expansion Workshops	9
Timetable	9
Preparation and Reminders	10
Agenda	11
Thursday, 1 st September 2022	11
Friday, 2 nd September 2022	12
Saturday, 3 rd September 2022	13
Sunday, 4 th September 2022	14
Internal Management Workshops	15
Timetable	15
Preparation and reminders	16
Agenda	17
Thursday, 1 st September 2022	17
Friday, 2 nd September 2022	18
Saturday, 3 rd September 2022	19
Sunday, 4 th September 2022	20
Financial Management Workshops	21
Timetable	21
Preparation and reminders	22
Agenda	23
Thursday, 1 st September 2022	23
Friday, 2 nd September 2022	24
Saturday, 3 rd September 2022	25
Sunday, 4 th September 2022	26
Marketing Workshops	27
Timetable	27
Preparation and reminders	28
Agenda	29
Thursday, 1 st September 2022	29
Friday, 2 nd September 2022	30
Saturday, 3 rd September 2022	31

Sunday, 4th September 2022	32
Academic Activities & Competitions Workshops	33
Timetable	33
Preparation and reminders	33
Agenda	35
Thursday, 1st September 2022	35
Friday, 2nd September 2022	36
Saturday, 3rd September 2022	37
Sunday, 4th September 2022	39
Professional Development Workshops	40
Timetable	40
Preparation and reminders	41
Agenda	42
Thursday, 1st September 2022	42
Friday, 2nd September 2022	43
Saturday, 3rd September 2022	44
Sunday, 4th September 2022	45
Seminars & Conferences Workshop	46
Timetable	46
Preparation and reminders	47
Agenda	48
Thursday, 1st September 2022	48
Friday, 2nd September 2022	49
Saturday, 3rd September 2022	50
Sunday, 4th September 2022	52

GENERAL TIMETABLE

	1st September	2nd September	3rd September	4th September
	Thursday	Friday	Saturday	Sunday
10:00-10:30	Free	Area Workshop	Area Workshop (joint)	Free
10:30-11:00				Training
11:00-11:30				
11:30-12:00				
12:00-12:30				
12:30-13:00				
13:00-13:30				
13:30-14:00	Opening			
14:00-14:30				
14:30-15:00	Association Knowledge Group 1	Area Workshop	Area Workshop (joint)	Training
15:00-15:30				
15:30-16:00				
16:00-16:30				
16:30-17:00	Coffee Break			Closing
17:00-17:30	Association Knowledge Group 2	Area Workshop	Area Workshop (joint)	
17:30-18:00				Free
18:00-18:30				
18:30-19:00				
19:00-19:30	Dinner			
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 by the International Board.

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. The following workshops will be held during the ITM:

- **Board Management, External Relations and Expansion (BEE)** – conducted by the President of the International Board 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 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 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 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.

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. These training sessions during this ITM will be provided by educated individuals, either from the International Trainers' Pool (ITP) or by previous members of the International Board of ELSA.

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 Association Knowledge Workshops (workshops marked in orange in the agenda) into different sessions. Therefore, on Thursday, you will be divided into two groups and will have these workshops in the following order:

Group 1:

Supporting Area Workshop from 14:30-16:30 and Key Area Workshop from 17:00-19:00 CEST

Group 2:

Key Area Workshop from 14:30-16:30 and Supporting Area Workshop from 17:00-19:00 CEST

The division is not subject to change and each delegation is asked to only participate in the sessions intended for itself. The division into groups can be found below. They do not differ in content, as the purpose of the division is only to improve your experience. The structure of the workshops on Friday and Saturday is not affected by this.

The Division of the Groups will be communicated to you after the closing of the Application deadline.

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 on **Sunday, 4th of September**. In order to include as many people as possible and to comply with the quality standards of ELSA Training, the trainers will be repeating their sessions. These sessions are voluntary to all participants of the International Training Meeting, but highly recommended.

There will be a **separate application form** sent to all participants, after the closing of the Application deadline for the ITM. Every participant will be able to attend 2 different trainings, one in the morning and one in the afternoon.

The allocation of participants will be made shortly thereafter and you will be notified by email. 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 [II 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.

BOARD MANAGEMENT, EXTERNAL RELATIONS & EXPANSION WORKSHOPS

Timetable

	1st September	2nd September	3rd September	4th September	
	Thursday	Friday	Saturday	Sunday	
10:00-10:30	Free	A Clockwork (Blue and Orange: Introduction to BEE	Well, maybe I don't need your money. Wait, wait, I said maybe! (joint with PD)	Free	
10:30-11:00				Training	
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-13:00					
13:00-13:30					
13:30-14:00					Lunch
14:00-14:30	Opening				
14:30-15:00					
15:00-15:30		Association Knowledge Group 1	Internal Affairs: Board and Network Management	Edge of Tomorrow: an introduction to Strategic Goals (joint with IM and FM)	Training
15:30-16:00					
16:00-16:30					
16:30-17:00	Coffee Break				
17:00-17:30	Association Knowledge Group 2	The Usual Suspects: Team Building and Miscellaneous	Free		
17:30-18:00					
18:00-18:30					
18:30-19:00					
19:00-19:30	Dinner			Free	
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;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the ITM!

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 President of ELSA International at president@elsa.org.

Use the BEE mailing list (ELSA-BEE@LISTERV.ELSA.ORG) as well as the [ELSA BEE TEAM 2022/2023](#) Facebook group and start a discussion even before the International Training Meeting! 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 BEE Workshops!



Yuri van Steenwijk

President

International Board of ELSA 2022/2023

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this Workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022

10:00 – 13:00

A CLOCKWORK (BLUE AND) ORANGE: INTRODUCTION TO BEE

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 is there to do during the term and how to best help our Board Members develop their work.

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.

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.

14:30-16:30

INTERNAL AFFAIRS: BOARD AND NETWORK MANAGEMENT

Description

In this workshop we will go a bit more in depth on how to manage a board and your network

Outcome

After this workshop, you should be more comfortable with managing your board and manage to create a comfortable environment for all your board members. Also, you should be able to better sense what your members expect from you as a President and how to deal with the expectations.

Preparation

None

17:00-19:00

THE USUAL SUSPECTS: TEAM BUILDING AND MISCELLANEOUS

Description

At the end of the day, 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 of the day 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.

Saturday, 3rd September 2022

10:00 – 13:00

Well, maybe I don't need your money. Wait, wait, I said maybe! (joint with PD)

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 to convince 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.

14:30 – 16:30

EDGE OF TOMORROW: AN INTRODUCTION TO STRATEGIC GOALS (joint with IM and FM)

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. Specifically, we will develop two basic points: the current Strategic Goals of ELSA, the current situation of their development, what is left to do and how to implement them nationally and locally, as well as the Financial Strategy of ELSA, and how National and Local Groups can also implement in order to achieve their goals.

Outcome

After this workshop, participants will have an understanding of the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. They will also understand how to start developing their own strategic goals and financial strategy, adapted to their own Networks.

Preparation

Read the [Strategic Goals 2023 Implementation Handbook](#) and the [Strategic Plan Yearly Report 2021/2022](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 of Part 1.

17:00-19:00

TIME TO CHILL

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

To create a safe space for all the Presidents to feel welcomed and free to share their experiences and opinions with each other.

Preparation

None.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOPS

Timetable

	1st September	2nd September	3rd September	4th September
	Thursday	Friday	Saturday	Sunday
10:00-10:30	Free	Mission IMpossible	Free	Free
10:30-11:00				
11:00-11:30		IT'S BEEN 84 YEARS: PHYSICAL INTERNATIONAL INTERNAL MEETINGS	Training	
11:30-12:00				
12:00-12:30				IMake the Rules
12:30-13:00				
13:00-13:30		Lunch		
13:30-14:00	Opening			
14:00-14:30				
14:30-15:00	Association Knowledge Group 1	Welfare: The new kid on the block	Edge of Tomorrow: an introduction to Strategic Goals (joint with BEE and FM)	Training
15:00-15:30				
15:30-16:00				
16:00-16:30				
16:30-17:00	Coffee Break			Closing
17:00-17:30	Association Knowledge Group 2	no train no gain	It's your time to shine	
17:30-18:00				
18:00-18:30				
18:30-19:00				
19:00-19:30	Dinner			Free
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;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the II 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 agenda carefully. Should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at secgen@elsa.org.

Use the Internal Management mailing list (ELSA-IM@LISTERV.ELSA.ORG) as well as [ELSA IM TEAM 2022/2023](#) 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!



Basil Schaller

Secretary General

International Board of ELSA 2022/2023

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING –JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022*10:00-11:30***MISSION IMPOSSIBLE****Description**

Being a Secretary General can often seem like an impossible job. During this workshop we will discuss some of our tasks, share some good practices and clarify any doubts you may have about the IM area. This is also a space for you to talk about your own experience as a Secretary General so far, as well as your plans for this term. Lastly, we will discuss the fundamentals of organising National Council Meetings and share good practices in this regard.

Outcome

To learn about the tasks of the Secretary General and their difficulties.

Preparation

None.

*11:30 – 13:00***IMAKE THE RULES****Description**

As you are all aware, a very important part of the IM area is being the keeper of the regulations. In this session we will discuss the regulations and your responsibility of making sure your board complies with them.

Outcome

To learn about our regulations.

Preparation

Read the relevant parts of the [Statutes and Standing Orders](#) and the [International Council Meeting Decision Book, 58th Edition](#) of ELSA.

*14:30-16:30***WELFARE: THE NEW KID ON THE BLOCK****Description**

With the new structure of the Human Resources department, we recently acquired a new addition to the IM area: Welfare. Here we will talk about the tasks and objectives of the Director for Welfare for this year, as well as what all of you can start thinking about and implementing in your own Network.

Outcome

To learn about the objectives for this term regarding Welfare.

Preparation

Read the Code of Conduct [here](#)

17:00-19:00

NO TRAIN NO GAIN

Description

It is extremely important to tackle ELSA Training and how we can all benefit from it. In this workshop we will discuss the importance of training our Network. We will also address how to request an ITP trainer, what training sessions are available to you and discuss ways in which we can develop and promote this area during this term.

Outcome

To understand how to efficiently use ELSA Training in your Network.

Preparation

Read the ELSA Training [website](#) carefully.

Saturday, 3rd September 2022

11:00-13:00

IT'S BEEN 84 YEARS: PHYSICAL INTERNATIONAL INTERNAL MEETINGS

Description

The process of returning to physical International Internal Meetings is not an easy one, and that is why, in this workshop we will talk about the importance and benefits of hosting these meetings as well as how to prepare for them step by step.

Outcome

To know more about physical International Meetings in general and how to host an IIM.

Preparation

Read the International Council Chapter of the [Statutes and Standing Orders](#) and the draft Hosting Agreements of [International Strategy Meeting 2022](#) and the [International Council Meeting Autumn 2022](#).

14:30-16:30

EDGE OF TOMORROW: AN INTRODUCTION TO STRATEGIC GOALS (joint with IM and FM)

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. Specifically, we will develop two basic points: the current Strategic Goals of ELSA, the current situation of their development, what is left to do and how to implement them nationally and locally, as well as the Financial Strategy of ELSA, and how National and Local Groups can also implement in order to achieve their goals.

Outcome

After this workshop, participants will have an understanding of the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. They

will also understand how to start developing their own strategic goals and financial strategy, adapted to their own Networks.

Preparation

Read the [Strategic Goals 2023 Implementation Handbook](#) and the [Strategic Plan Yearly Report 2021/2022](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 of Part 1.

17:00-19:00

IT'S YOUR TIME TO SHINE!**Description**

As the end of the meeting approaches, it is now your time to pose questions or discuss anything you would like. The floor is yours!

Outcome

Discussing your concerns and issues regarding your role as Secretary General.

Preparation

None.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING – JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.

FINANCIAL MANAGEMENT WORKSHOPS

Timetable

	1st September	2nd September	3rd September	4th September
	Thursday	Friday	Saturday	Sunday
10:00-10:30	Free	Free	Free	Free
10:30-11:00				
11:00-11:30		The Good, the Bad and The Ugly - Basics of FM	How I Learned to Stop Worrying and Love the Toolkit	Training
11:30-12:00				
12:00-12:30				
12:30-13:00				
13:00-13:30		Lunch		
13:30-14:00	Opening			
14:00-14:30				
14:30-15:00	Association Knowledge Group 1	All about EDF	Edge of Tomorrow: an introduction to Strategic Goals (joint with BEE and IM)	Training
15:00-15:30				
15:30-16:00				
16:00-16:30				
16:30-17:00	Coffee Break			Closing
17:00-17:30	Association Knowledge Group 2	Imitation Game - Projects and Project managers	Once upon a time in the Network - the floor is yours!	
17:30-18:00				
18:00-18:30				
18:30-19:00				
19:00-19:30	Dinner			Free
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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the II 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 Internal Management mailing list (ELSA-FM@LISTERV.ELSA.ORG) as well as [ELSA FM TEAM 2022/2023](#) Facebook group and start a discussion even before the I International Training Meeting! 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 our FM Workshop!



Mikko Laitinen

Treasurer

International Board of ELSA 2022/2023

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022*10:00-13:00***THE GOOD, THE BAD AND THE UGLY - BASICS OF FM****Description**

During our First FM workshop we will explain some of the FM basic concepts we require in order to perform our duties: Budgeting and Bookkeeping. We will go through them both from a technical and practical perspective, by analyzing practical cases, and sharing each of our experiences.

Outcome

Learning about the basic fields of the FM area as well as getting to know other officers.

Preparation

Be ready to share with the FM Officers your Group's budget and bookkeeping programmes, as well as any tips you want to share.

*14:30-16:30***ALL ABOUT EDF****Description**

What can you do if your project makes losses? No, the answer is not to panic... EDF is here to help you compensate for your losses. During this workshop we will go through EDF basic concepts such as cycles, types of procedures, contributions... We will also work together to draft a successful application for support.

Outcome

Learning about the EDF and how to draft a successful application.

Preparation

None.

*17:00-19:00***IMITATION GAME - PROJECTS AND PROJECT MANAGERS****Description**

What are the others in our Board up to? As an FM officer you are responsible for the entirety of the finances of your group, not just the administration. In this workshop we will go through different kinds of projects you might run into during your term in ELSA and figure out, how to make them not only amazing but also financially stable.

Outcome

Learning about financial project management.

Preparation

Be ready to share any projects you have going in your network as well as any problems or tips you have encountered.

Saturday, 3rd September 2022

10:00-13:00

HOW I LEARNED TO STOP WORRYING AND LOVE THE TOOLKIT**Description**

In this workshop we will go through the different tools provided in the ELSA Officers portal and how can you make the best possible use of them during your term in ELSA.

Outcome

Learning about the FM Toolkit.

Preparation

None.

14:30-16:30

EDGE OF TOMORROW: AN INTRODUCTION TO STRATEGIC GOALS (joint with BEE and IM)**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. Specifically, we will develop two basic points: the current Strategic Goals of ELSA, the current situation of their development, what is left to do and how to implement them nationally and locally, as well as the Financial Strategy of ELSA, and how National and Local Groups can also implement in order to achieve their goals.

Outcome

After this workshop, participants will have an understanding of the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. They will also understand how to start developing their own strategic goals and financial strategy, adapted to their own Networks.

Preparation

Read the [Strategic Goals 2023 Implementation Handbook](#) and the [Strategic Plan Yearly Report 2021/2022](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 of Part 1.

17:00-19:00

ONCE UPON A TIME IN THE NETWORK - THE FLOOR IS YOURS!**Description**

It is time to tie in the loose ends and indulge in the network. In this workshop we will focus on any questions or topics you have encountered before or during the ITM.

Outcome

Discussion on topics interesting to the participants.

Preparation

Collect questions or topics you want a clarification on or you are just generally interested in.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING – JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.

MARKETING WORKSHOPS

Timetable

	1st September	2nd September	3rd September	4th September		
	Thursday	Friday	Saturday	Sunday		
10:00-10:30	Free	First Month in the Office		Free		
10:30-11:00						
11:00-11:30		Behind the Scenes: IB Life	Audiovisual: Starting Point	Training		
11:30-12:00						
12:00-12:30						
12:30-13:00						
13:00-13:30		Lunch				
13:30-14:00	Opening					
14:00-14:30						
14:30-15:00	Association Knowledge Group 1	The Basics of Graphic Design	Pivot (joint with PD)	Training		
15:00-15:30						
15:30-16:00						
16:00-16:30						
16:30-17:00	Coffee Break			Closing		
17:00-17:30	Association Knowledge Group 2	So Many Options: the Different Platforms	Time to Say Goodbye, Just for Now			
17:30-18:00						
18:00-18:30						
18:30-19:00						
19:00-19:30	Dinner			Free		
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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the II 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 2022/2023](#) Facebook group to bring up ideas you want to share.

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



Inês Ervedoso Gonçalves

Deputy Vice President in charge of Marketing
International Board of ELSA 2022/2023

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022*11:00-11:30***FIRST MONTH IN THE OFFICE****Description**

This is a welcoming workshop, in which we will present and approve the agenda as well as define the general functioning of the workshop.

To get to know each other better we will do some icebreakers and games. After that, we will have the chance to talk about our first experiences in the office and share some inputs for the future.

Outcome

Get to know the Officers, see their experiences up until now and answer general questions regarding any marketing topic.

Preparation

None.

*11:30 – 13:00***BEHIND THE SCENES: IB LIFE****Description**

Curious about the way of functioning in the warm ELSA House? In this workshop, we will have the time to talk about the way the routines work while living with 7 other people in the same House. Insights about work | life balance regarding this specific case will be shared.

Moreover, we will also have the chance to touch upon the transition, the way it goes (the challenges and benefits) and how important it is — including outside of the IB, so personal experiences regarding this matter are encouraged to be shared.

Outcome

A better understanding of how to ensure a smooth transition, and identification of challenges and solutions. Furthermore, updates in the Marketing Area regarding our projects, partners and initiatives will be discussed.

Preparation

Reflect on your experience up until now, how you feel and ask any questions.

*14:30-16:30***THE BASICS OF GRAPHIC DESIGN****Description**

Let's see what are the newest trends in graphic design and what is the type of content with which audiences engage the most.

After doing so, it is necessary to go through the basic elements of creating graphical content, a very important task for Marketeers. In this workshop, we will dive into the basics of graphic design and tour different design platforms.

Outcome

To better understand the process of creating graphics for ELSA work.

Preparation

None.

17:00-19:00

SO MANY OPTIONS: THE DIFFERENT PLATFORMS**Description**

Multiple social media platforms are available nowadays. Facebook, Instagram, LinkedIn, Youtube and... the phenomenon: Tiktok. With such a big variety of options, it is important to understand the possibilities each of them provides and what is the most efficient way to use them.

Outcome

Exploration of the different content, features and tips and tricks that each platform may enable, which are important for the optimisation of the marketing strategies.

Preparation

Check out the analytics of your social media accounts and bring any ideas concerning platform implementation, so that we can brainstorm!

Saturday, 3rd September 2022

11:00 – 13:00

AUDIOVISUAL: STARTING POINT**Description**

Video content allows for a different dynamic when creating content and it is generally very appreciated. However, it might have a more demanding process of development, namely in what concerns the tools needed. In this workshop, we will navigate accessible ways of creating audiovisual content to potentiate the development of this type of content among the Officers!

Outcome

Capacity to create engaging audiovisual content.

Preparation

Watch this example of audiovisual content creation:
<https://www.youtube.com/watch?v=jbc05dHW7Oc>

14:30-16:30

PIVOT (JOINT WITH PD)**Description**

What a nightmare it is for Marketeers to pivot images, create videos and promotion materials for the Key Areas... But it is thanks to them that our projects are successful! The promotion of Professional Development Projects is very important to make them known in the Network. For

that, we need a good collaboration between the Marketing and the Professional Development Areas.

Outcome

Discussion about Marketing strategy for Professional Development Projects.

Preparation

None.

17:00-19:00

TIME TO SAY GOODBYE, JUST FOR NOW**Description**

That was all for now, but we will see each other soon! This is the time to wrap up the Marketing workshops and check for any unanswered questions.

Outcome

We will be prepared to tackle any challenges that will appear throughout the term and also prepare the core of the future marketing workshops.

Preparations

None.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING – JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.

ACADEMIC ACTIVITIES & COMPETITIONS WORKSHOPS

Timetable

	1st September	2nd September	3rd September	4th September
	Thursday	Friday	Saturday	Sunday
10:00-10:30	Free	Welcome to Paradise	99 problems: Project management (joint with S&C)	Free
10:30-11:00				Training
11:00-11:30		Face to Face: how we interact with other Areas		
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	Association Knowledge Group 1	I'm Still Standing: Competitions	High hopes: The Year to Come	Training
15:00-15:30				
15:30-16:00				
16:00-16:30				
16:30-17:00	Coffee Break			Closing
17:00-17:30	Association Knowledge Group 2	I'd Love to Change the World: Social responsibility, AHRC/IFP	Remember the name: Legal writing	
17:30-18:00			Miscellaneous	Free
18:00-18:30				
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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the II International Training Meeting!

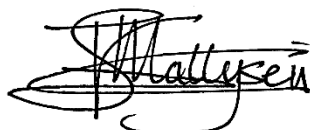
Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

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

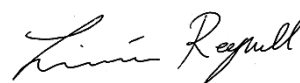
Use the AA/MCC/C mailing list (ELSA-AA@LISTERV.ELSA.ORG) as well as [ELSA AA/C TEAM 2022/2023](#) Facebook group and start a discussion even before the II International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your ELSA-spirit to the workshops - then we are guaranteed to have a good time!

It is our pleasure to welcome you to the AA & C Workshop!



Jean Mattijsen
Deputy Vice President in charge of
Academic Activities
International Board of ELSA 2022/2023



Linnéa Regnell
Vice President in charge of Competitions
International Board of ELSA 2022/2023

&

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022*10:00 – 11:30***WELCOME TO PARADISE****Description**

During this ITM AA/C Workshop, we will introduce ourselves and our projects to all of you. You will have the chance to get a detailed update on the international level and to ask questions concerning all our exCiting plAAAns for this term. But all the best plans start with getting to know each other! Introduce yourselves and join the AA/C fAAmily. Lastly, we will also elect the ELSA Spirit for all the AA/C Workshops.

Outcome

Getting to know AA & C, our projects and all the members of our MagiCal fAAmily. Election of the ELSA Spirit.

Preparation

Check the Handbooks for [AA](#) and [MCC](#) areas to familiarise with the projects.

*11:30-13:00***FACE TO FACE: HOW WE INTERACT WITH OTHER AREAS****Description**

As part of a Board, it is important to know how to work in a group and how to interact with the other Areas. As a Key Area, you will have the opportunity to work with different people in the Board for different reasons, which is why it is crucial that you know what is expected of you in those situations, and what you can expect from your Board Members.

Outcome

After this workshop, participants will understand the main responsibilities of each Board Member and how the different positions interact with each other throughout the year.

Preparation

Think about the projects that you have planned for the year. In what parts of the organisation will you require help from your Board? What projects can you help others with?

*14:30-16:30***I'M STILL STANDING: COMPETITIONS****Description**

With the 11th edition of the Helga Pedersen Moot Court Competition and the 21th edition of the John H. Jackson Moot Court Competition being launched this month, it would be beneficial for our officers to understand how both Moots work and how the network can contribute to the promotion. There are also a lot of other Competitions that you as an Officer can organise nationally and locally. Therefore, we will go over some of the Competitions being organised within the network for you to get an idea of them, for example the ELSA Negotiation Competition and the Client Interviewing Competition.

Outcome

Better understanding of both major Moot Court Competitions organised by ELSA and to have an idea about the Competitions that can be organised as an ELSA-Officer.

Preparation

Check the website of the [John H. Jackson Moot Court Competition](#) and the [Helga Pedersen Moot Court Competition](#). Read the [Academic Competitions Handbook](#).

17:00-19:00

I'D LOVE TO CHANGE THE WORLD: AHRC/IFP AND ROLE**Description**

As an irreplaceable part of the purpose of our Association, it is important to understand the concept and implementation of Social Responsibility, Human Rights and IFP in our Network. Our decisions and activities aim to have an impact on society as a whole and during this workshop, you will be able to learn what ROLE, the AHRC and the IFP are.

Outcome

After this workshop, participants will understand the meaning of social responsibility in ELSA and will learn how they can give back to society. Furthermore, understanding the structure of IFP and the impact of our Association of raising awareness on Human Rights.

Preparation

Think about the question: What does social responsibility mean to you and to your ELSA Group? Analyse Law and Technology and Human Rights events organised by your Group during the last term and think about future developments of these fields of activities.

Saturday, 3rd September 2022

10:00 – 12:00

99 PROBLEMS: PROJECT MANAGEMENT (JOINT WITH S&C)**Description**

During this ITM AA/C Workshop, we will introduce you to the different steps of project management - from planning a project to executing it. We will discuss different approaches to project management for the participants to figure out their own style.

Outcome

To provide the participants with tools regarding leadership skills, project planning, and crisis management.

Preparation

None.

12:00 – 13:00

RUNNIN' DOWN A DREAM: OYOP

Description

The concept of the One Year Operational Plan (OYOP) is fundamental to a successful Board Year. During this workshop, we will go over what the OYOP is and how to make a relevant and achievable Plan that remains usable throughout your year.

Outcome

Knowing how to make a useful OYOP and how to stick to the plan to achieve the goals that you set for your term.

Preparation

Have your individual OYOP draft at hand.

14:30-16:30

HIGH HOPES: THE YEAR TO COME

Description

Following the OYOP workshop, we will discuss the coming year. We will provide you with a brief overview of the coming International Annual Meetings and International Projects. We will also give you a chance to discuss your ideas of your coming year: what expectations that you have of your term and what projects you want to organise.

Outcome

Having an overview of what recurring topics you will face during the coming term.

Preparation

None.

17:00 – 18:00

REMEMBER THE NAME: LEGAL WRITING

Description

The Academic Activities area offers various opportunities to prepare our members for their professional careers and a crucial part of this mission is achieved by Legal writing projects. Diving into the Legal writing world, participants will get detailed information on the “how” of establishing Law Reviews and Legal Research Groups over the course of this workshop. Understanding the importance of these initiatives, we will share the steps being taken on the International Level in order to support the Network including future progress of the ELSA Law Review.

Outcome

Understanding the steps for developing the legal writing field in our Network and learning about the ELSA Law Review and Legal Research Groups.

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](#), [LRG Handbook](#) and [Essay Competitions Handbook](#) in order to get detailed information.

18:00 – 19:00

MISCELLANEOUS**Description**

A chance to catch up on anything we missed and otherwise a forum for final questions, feedback and goodbyes to your workshop.

Outcome

Feedback for the International Board of ELSA to improve.

Preparation

Think about which improvements you would like to see implemented in the structure and content of the autumn ICM.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING- JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOPS

Timetable

	1st September	2nd September	3rd September	4th September	
	Thursday	Friday	Saturday	Sunday	
10:00-10:30	Free	The One Where It All Began	Well, maybe I don't need your money. Wait, wait, I said maybe! (joint with BEE)	Free	
10:30-11:00					
11:00-11:30		The One with Joey's Interview		Training	
11:30-12:00					
12:00-12:30		The One with the Girl from Poughkeepsie			
12:30-13:00					
13:00-13:30		Lunch			
13:30-14:00	Opening				
14:00-14:30					
14:30-15:00	Association Knowledge Group 1	The One with the List	PIVOT (joint with MKT)	Training	
15:00-15:30					
15:30-16:00					
16:00-16:30					
16:30-17:00	Coffee Break			Closing	
17:00-17:30	Association Knowledge Group 2	The One with All the Resolutions	They don't know that we know they know we know.		
17:30-18:00				Free	
18:00-18:30					
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:

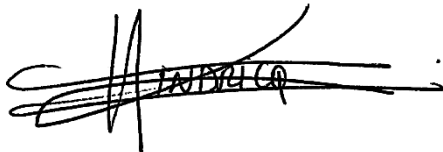
- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the II 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 Professional Development of ELSA International at professionaldevelopment@elsa.org.

Use the Internal Management mailing list (ELSA-STEP@LISTERV.ELSA.ORG) as well as [ELSA PD TEAM 2022/2023](#) Facebook group and start a discussion even before the II International Training Meeting! 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!



Leila Hindricq

Vice President in charge of Professional Development
International Board of ELSA 2022/2023

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022*10:00 – 11:00***THE ONE WHERE IT ALL BEGAN****Description**

As Officers of ELSA, it is important to know how the association started and especially, how it has improved in the past few years. It will also be a moment to reflect on the evolution of the Professional Development area and to get to know each other as Officers of this term 2022/2023.

Outcome

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

Preparation

None.

*11:00 - 12:00***THE ONE WITH JOEY'S INTERVIEW****Description**

The Job Hunting process is one of the most important. During this period, the Officers of ELSA need to search for Traineeship Providers that would like to take part to our Traineeship Programme. And trust me, it's not the easiest part...

Outcome

Presentation about Job Hunting and tips and tricks to make this process successful.

Preparation

None.

*12:00 – 13:00***THE ONE WITH THE GIRL FROM POUGHKEEPSIE****Description**

The Reception process is the less developed, but also the richer part of ELSA Traineeships. Let's test your creativity! How would you like to be received in a foreign country ? What are the things you would like to see ? How would you help a Trainee who has issues with a Traineeship Provider ?

Outcome

Presentation about Reception and tips and tricks to make this process successful.

Preparation

None.

14:30-16:30

THE ONE WITH THE LIST

Description

The Student Hunting process is the most complicated one. Between motivating students and young lawyers to apply, the promotion of the Traineeships and the verification of the applications, we don't have a time to breath. But, as complicated as it might seem, there is a magical list that will help you to not forget any step of the process.

Outcome

Presentation about Student Hunting and verification. Explanation of tips and tricks to make this process successful and exercises.

Preparation

None.

17:00-19:00

THE ONE WITH ALL THE RESOLUTIONS

Description

The Professional Development area is quite recent, but the Professional Development are not. There are a lot of opportunities that we can provide to students and young lawyers to discover the Professional world more in depth. Let's explore them and create new ones together!

Outcome

Presentation about Professional Development opportunities and tips and tricks to make these projects successful.

Preparation

None.

Saturday, 3rd September 2022

10:00 – 13:00

Well, maybe I don't need your money. Wait, wait, I said maybe! (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 to convince 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.

14:30-16:30

PIVOT! (joint with MKT)

Description

What a nightmare it is for Marketeers to pivot images, create videos and promotion materials for the Key Areas... But it is thanks to them that our projects are successful! The promotion of Professional Development Projects is very important to make them known in the Network. For that, we need a good collaboration between the Marketing and the Professional Development Areas.

Outcome

Discussion about Marketing strategy for Professional Development Projects.

Preparation

None.

17:00-19:00

They don't know that we know they know we know.

Description

After this fruitful two days, full of new information, we will see if you are real Developers of Professionalism already! If not, no worries, we have one year to work on this! But for now, let's see what you remember from the different Workshops...

Outcome

Strengthening the knowledge given during previous Workshops.

Preparation

None.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.

SEMINARS & CONFERENCES WORKSHOP

Timetable

	1st September	2nd September	3rd September	4th September
	Thursday	Friday	Saturday	Sunday
10:00-10:30	Free	Opening Workshop	99 Problems: Project Management (joint AA/C)	Free
10:30-11:00		The story of S&C, what to do now?		
11:00-11:30				
11:30-12:00				
12:00-12:30				
12:30-13:00		Tools to be a true S&Cer		
13:00-13:30		Lunch		
13:30-14:00	Opening			
14:00-14:30				
14:30-15:00	Association Knowledge Group 1	The story of S&C, what to do now?	ELSA Webinars and ELSA Webinars Academy, are they forgotten?	Training
15:00-15:30			We have a new IFP topic!	
15:30-16:00				
16:00-16:30				
16:30-17:00	Coffee Break			Closing
17:00-17:30	Association Knowledge Group 2	ELSA Law Schools are back, get ready!	Let's talk about OYOP - your best friend this term	
17:30-18:00			Miscellaneous	Free
18:00-18:30				
18:30-19:00				
19:00-19:30	Dinner			
19:30-20:00				
20:00-20:30				
20:30-21:00				
21:00-21:30	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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the II International Training Meeting!

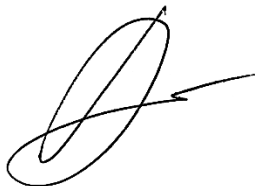
Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

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 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 [ELSA S&C TEAM 2022/2023](#) Facebook group and start a discussion even before the II International Training Meeting! These platforms can be used to bring up ideas you want to share, whether you are able to participate in the meeting personally or not.

Lastly, do not forget to bring your ELSA spirit to the workshops - then we are guaranteed to have a good time!

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



Dora Štambuk

Vice President in charge of Seminars and Conferences
International Board of ELSA 2022/2023

Agenda

Thursday, 1st September 2022

13:30-14:30

OPENING OF THE II INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the II International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 2nd September 2022*10:00 – 10:30***OPENING WORKSHOP****Description**

Our Area Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Getting to know other officers.

Preparation

None.

*10:30 – 13:00***THE STORY OF S&C, WHAT TO DO NOW?****Description**

With optimism regarding our way of organising events, it is important to look towards returning to our roots and the organisation of physical events. During this workshop, we will come back to the basics of the steps to organise in-person events. We will talk about various possibilities that S&C brings as one of the Key Areas of ELSA.

Outcome

A detailed explanation of the area of S&C and its possibilities. Clarity of the plan to organise physical events but also online ones.

Preparation

Check out [ELSA Officers Portal!](#)

*14:30 – 16:30***WHO WANTS TO BE AN ELSA DELEGATE?****Description**

ELSA Delegations are one of the most prestigious project we have in ELSA due to its specificities and the access through the special status ELSA has in different international institutions. However, due to its coordination mostly handled by ELSA International, the project seems quite abstract. During this workshop, we will aim to clear out those confusion as well as to hear your thoughts on how to make ELSA Delegations closer to our members

Outcome

Participants of the workshop learn about the structure and coordination of the ELSA Delegations project and can give feedback on how to bring it even closer to the members.

Preparation

None.

17:00-19:00

ELSA LAW SCHOOLS ARE BACK, GET READY!

Description

ELSA Law Schools, as the leading academic events, are one of the most established and the biggest projects in the Network. Therefore, it is very important to train officers' skills in this respective field. During this workshop, we will go through all the necessary requirements, tools, and discuss concrete improvements for the development of ELSA Law Schools. We will also check together all the necessary documents that include regulations regarding the ELSA Law Schools.

Outcome

The workshop participants get a full grasp of the requirements needed to organise an ELSA Law School and they will learn where to find relevant information.

Preparation

Go through the [ELSA Law schools Handbook](#).

Saturday, 3rd September 2022

10:00 – 12:00

99 PROBLEMS: PROJECT MANAGEMENT (JOINT AA/C)

Description

During this ITM AA/C Workshop, we will introduce you to the different steps of project management - from planning a project to executing it. We will discuss different approaches to project management for the participants to figure out their own style.

Outcome

To provide the participants with tools regarding leadership skills, project planning, and crisis management.

Preparation

None.

12:00 – 13:00

TOOLS TO BE A TRUE S&CER

Description

Communication platforms, webinars and handbooks - all these tools aim to help a very busy S&Cer secure knowledge management. Delegating our workload and having good time management skills is crucial to plan your term wisely and realistically. During the workshop, we will discuss the most efficient ways how to handle the workload and how to make sure no information is missing at the end of the term.

Outcome

Participants of the workshop created a plan regarding efficient knowledge management inside their network.

Preparation

Visit officers.elsa.org and go to “S&C”. Take a look at the available tools and think through if there is anything more you would like to see there. Think of the tools you use within your National/Local Groups and be ready to share them with the workshop

14:30 – 15:30

ELSA WEBINARS AND ELSA WEBINARS ACADEMY, ARE THEY FORGOTTEN?**Description**

Online events were replacing most of our physical events during COVID-19 pandemic. How the situation started to calm, we are slowly abandoning ELSA Webinars Academy and ELSA Webinars. During this workshop, we will go through the structure of those two projects, and their requirements and discuss their potential improvements.

Outcome

Participants get a full understanding of the different requirements regarding an ELSA Webinar and an ELSA Webinar Academy.

Preparation

None.

15:30 – 16:30

WE HAVE A NEW IFP TOPIC!**Description**

The International Focus Programme is one of the fundamental pillars of Legal Education in ELSA, representing our mission to raise awareness on important topics for law students, young lawyers and the world. During this workshop, you will learn the structure of the topic and some possible subtopics of the IFP and the importance of the organisation of activities and events related to IFP. Also, discussing how to collaborate with the Network will be one of our priorities in this workshop.

Outcome

Overall understanding of the structure of IFP and the impact of our Association on raising the specific legal topic.

Preparation

Analyse IFP events organised by your Group during the last term and think about future developments in these fields of activities.

17:00 – 18:00

LET'S TALK ABOUT OYOP - YOUR BEST FRIEND THIS TERM**Description**

To achieve your goals, and to detect needs of your National/Local network it is necessary to plan your term keeping in mind that your One Year Operation Plan needs to be specific, measurable, achievable, relevant, and time-bounding. We will discuss how to work on it together with your National/Local Board members.

Outcome

Workshop participants learn how to create OYOP and how to follow it throughout the term.

Preparation

Think of your OYOP and be ready to present it.

18:00 – 19:00

MISCELLANEOUS**Description**

A chance to catch up on anything we missed and otherwise a forum for final questions, feedback, and goodbyes to your workshop.

Outcome

Feedback for the International Board of ELSA to improve.

Preparation

Think about which improvements you would like to see implemented in the structure and content of the autumn ICM.

Sunday, 4th September 2022

16:30-17:30

CLOSING OF THE II INTERNATIONAL TRAINING MEETING – JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the II International Training Meeting went.

Outcome

To close the II International Training Meeting.

Preparation

None.