

IV INTERNATIONAL TRAINING MEETING WORKING MATERIALS

elsa

The European Law Students' Association

General Legal Partners of ELSA



Main Partners of ELSA



Human Rights Partner of ELSA



General Education Partners of ELSA



The event is hosted on



FOREWORD

GENERAL INFORMATION**FOREWORD**

Dear ELSA Officers,

We are delighted to present you with the Working Materials for the IV International Training Meeting!

As the IV International Training Meeting (ITM) is this term's first International Internal Meeting, we aim to provide you with the necessary tools for the upcoming year. As you will see in these Working Materials, the weekend will consist of Trainings, and area-specific and joint Workshops. This is to help you develop your hard and soft skills, while providing an overview of your responsibilities and how to collaborate across different areas. You will also have the chance to share your work and ideas, so that we can all learn from each other. We are excited for a weekend filled with knowledge sharing and discussions.

Make sure to read these Working Materials carefully and do the necessary preparations for your Trainings and Workshops. Proper preparations leading up to the ITM will help you get the most out of the weekend. During the ITM, we will jointly outline the expectations for the year ahead and ensure that we are all ready to #ActToImpact together.

ELSAfully yours,



Nathalie, Mie, Nikola, Niko, Aliena & Paula

International Board of ELSA 2024/2025

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THE INTERNATIONAL TRAINING MEETING GUIDE

TIMETABLE

	Friday	Saturday	Sunday
10:00-10:30	Free	Training	Training
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		Lunch	
14:00-14:30		Lunch	
14:30-15:00		Workshops	Workshops
15:00-15:30			
15:30-16:00			
16:00-16:30		Opening	Coffee Break
16:30-17:00			
17:00-17:30	Training	Workshops	Free
17:30-18:00			
18:00-18:30			
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

THE INTERNATIONAL TRAINING MEETING GUIDE

THE INTERNATIONAL TRAINING MEETING GUIDE**What is an 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 President of the International Board and attended by National Presidents of the ELSA Network.

Internal Management (IM): conducted by the Secretary General of the International Board and attended by National Secretaries General of the ELSA Network.

Financial Management (FM): conducted by the Treasurer of the International Board and attended by National Treasurers of the ELSA Network.

Marketing (MKT): conducted by the Vice President in charge of Marketing of the International Board and attended by National Vice Presidents in charge of Marketing of the ELSA Network.

Academic Activities (AA): conducted by the Vice President in charge of Academic Activities of the International Board and attended by National Vice Presidents in charge of Academic Activities of the ELSA Network.

Competitions (C): conducted by the Vice President in charge of Competitions of the International Board and attended by National Vice Presidents in charge of Competitions of the ELSA Network.

Professional Development (PD): conducted by the Vice President in charge of Professional Development of the International Board and attended by National Vice Presidents in charge of Professional Development of the ELSA Network.

Seminars and Conferences (S&C): conducted by the Vice President in charge of Seminars and Conferences of the International Board and attended by National Vice Presidents for Seminars and Conferences of the ELSA Network.

 THE INTERNATIONAL TRAINING MEETING GUIDE

What is a Joint Workshop?

A Joint Workshop sets on the table a topic that is worth being discussed by the officers of more than one area.

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.

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 / i	New topic or idea
Two fingers / ii	Direct comment or response
Three fingers / iii	End the discussion as it is not useful
Pinkie finger / T	Technical remark (e.g. “Open the window.”, “The font is too small.”)
Scissors / X	Remove yourself from the speakers' list
Thumb up / b	Show immediate feedback to the conversation (“I like this idea.”)
Thumb down / p	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.



TRAININGS

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 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:

- Friday (17:00-20:00 CEST):
 - Project Management; OR
 - Leadership Skills.
- Saturday (10:00-13:00 CEST):
 - Communication Skills; OR
 - Teambuilding and Teamwork.
- Sunday (10:00-13:00 CEST):
 - Personal Branding; OR
 - Negotiation Skills.

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!

OPENING AND CLOSING

OPENING AND CLOSING**Friday, 13th September 2024***16:00– 17:00***OPENING OF THE IV INTERNATIONAL TRAINING MEETING - JOINT****Description**

Welcome to the IV International Training Meeting! In this Opening Workshop, we will introduce ourselves as the International Board of ELSA, walk you through the agenda for the ITM, and establish mutual expectations for the exciting weekend ahead.

Outcome

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

Preparation

Read through the IV International Training Meeting Working Materials.

Sunday, 15th September 2024*16:30– 17:00***CLOSING OF THE IV INTERNATIONAL TRAINING MEETING - JOINT****Description**

Like all good things, the IV International Training Meeting must come to an end. In this closing workshop, we will say our final goodbyes, have a brief look into the future, and address any lingering questions from the past few days. Participants will also have the chance to provide feedback on their experience at the ITM, including suggestions for future improvements.

Outcome

The IV International Training Meeting is closed.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV 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 President of the International Board of ELSA at president@elsa.org.

Join the BEE mailing list (elsa-bee@elsa.org) [here](#), as well as the [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 BEE Workshops!



Nathalie Labar

President
International Board of ELSA 2024/2025

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

Timetable

	Friday	Saturday	Sunday
10:00-10:30	Free	Training	Training
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		BEEyond Boundaries: IMproving our FMily (Joint IM & FM)	Our Voice (Joint AA)
15:00-15:30			
15:30-16:00	Opening	How to BEE	OMG That's so GOALS
16:00-16:30			
16:30-17:00	Coffee Break	Closing	
17:00-17:30	Training	External Relations	Free
17:30-18:00			
18:00-18:30		Teamwork Makes the Dream Work	
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

Saturday, 14th September 2024

14:30-15:30

BEEYOND BOUNDARIES: IMPROVING OUR FAMILY (JOINT WITH IM & FM)

Description

In this Workshop we will begin with reviewing the ITM agenda for each area, making sure we are all acquainted with the plans ahead, as well as going through a few essential rules that will ensure a smooth and enjoyable weekend for everyone. This joint Workshop will also provide an opportunity for us to start to get to know each other. We will kick off by introducing ourselves and our National Groups. Furthermore, we will discuss the collaboration between the three areas ensuring that, as Supporting Areas, we are in fact supporting.

Outcome

Get familiar with the ITM agenda, each other, and how our work intertwines.

Preparation

Be prepared to introduce yourself and share your three main goals for the year.

15:30-16:30

How to BEE

Description

Coming from the more general joint Workshop, we will now take a moment to dig deeper into what it means to BEE a President. The workshops at the ITM are structured in a way to let this workshop create an overview of the different areas within BEE to then focus on specific areas in the following workshops. This workshop will tackle the tasks that every President needs to have in mind during the term. We will touch upon the classic areas such as Board Management, External Relations, and Expansion. But, we will also talk about other responsibilities such as Advocacy, Strategic Planning and Network Management.

Outcome

An understanding of what it is to be a President and the responsibilities that the position brings with it.

Preparation

Skim through the [BEE Handbook](#) available at 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.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

17:00-18:00

EXTERNAL RELATIONS**Description**

I promise I tried to come up with a more creative name. Even though the name of this Workshop might not showcase it, we have an exciting Workshop ahead! In this Workshop, we will discuss contacting and communicating with externals. We will also get familiarised with the External Relations Procedure.

Outcome

Understand the External Relations Procedure and feel comfortable when it comes to approaching and communicating with externals.

Preparation

Read the External Relations part, Part 2 Chapter 3, of the [International Council Meeting Decision Book](#).

18:00-19:00

TEAMWORK MAKES THE DREAM WORK**Description**

During this Workshop, we will focus on Board Management. We will explore how we can best support our Board Members in developing their work and share our tips and tricks. The discussion will go a bit more in-depth on how to manage a board and different team building exercises that can be done throughout the year, but especially at the beginning of the term. Part of the Workshop will additionally focus on understanding the differences between the work of the areas and how that can affect the support.

Outcome

Have a clearer picture of how you can create a comfortable environment for everyone on the Board. You should also be able to better sense what your members expect from you as a President and how to deal with these expectations.

Preparation

Read through the relevant parts on Board Management in the [BEE Handbook](#) available at the [Officers' Portal](#), and Part 2 Chapter 1 in the [International Council Meeting Decision Book](#).

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

Sunday, 15th September 2024

14:30-15:30

OUR VOICE (JOINT WITH AA)

Description

In this Workshop we will tackle ELSA's advocacy - its regulation, recent developments, ideas and limitations. We will explore all the different ways we can advocate, topics we can advocate for, and go over what to do and what not to do when using ELSA's platforms for Advocacy. ELSA International will also share the plan of how advocacy will be structured this term. This Workshop will also provide an opportunity for all the participants to share the work with advocacy in their National Groups so that you can learn and take inspiration from each other.

Outcome

The participants understand what it means to advocate through ELSA. They are aware of the knowledge and support systems provided by ELSA International, as well as of the limitations of advocacy within ELSA imposed by our regulations and our identity.

Preparation

Read through the part about Advocacy in the [International Council Meeting Decision Book](#) (Part 1, Chapter 6). Think about how you work with advocacy in your Group, which topics you would want to advocate for, and how it can be done through ELSA.

15:30-16:30

OMG THAT'S SO GOALS

Description

Creating and maintaining a direction for the Association is an important part of ensuring continuity and development. In this Workshop we will look into how this can be done through a Strategic Plan. We will look into ELSA International's Strategic Plan, and discuss the creation process of such a plan. An opportunity to share your work with strategic goals will also be provided.

Outcome

Understand ELSA International's work with strategic goals and the current international Strategic Plan. Additionally, have an overview of the process of working with strategic goals and how they can be implemented in your own National Group.

Preparation

Read ELSA International's Strategic Plan 2023-2028 which can be found in the [International Council Meeting Decision Book](#), Part 1 Chapter 2. Furthermore, skim through the [Strategic Goals 2028 Implementation Handbook](#) available at the [Officers' Portal](#).

INTERNAL MANAGEMENT WORKSHOPS

INTERNAL MANAGEMENT WORKSHOPS**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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV 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.

Join the IM mailing list (elsa-im@elsa.org) [here](#), as well as the [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 my pleasure to welcome you to the IM Workshops!



Mie Tveit

Secretary General
International Board of ELSA 2024/2025

INTERNAL MANAGEMENT WORKSHOPS

Timetable

	Friday	Saturday	Sunday
10:00-10:30	Free	Training	Training
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		Lunch	
14:00-14:30		Lunch	
14:30-15:00		Opening	BEEyond Boundaries: IMproving our FMily (Joint BEE & FM)
15:00-15:30	What IM Doing Here		HR You ready?
15:30-16:00			
16:00-16:30	Coffee Break		Closing
16:30-17:00			
17:00-17:30	The Wellbeing of Our Workers		Free
17:30-18:00			
18:00-18:30			
18:30-19:00	IM Administrating this Project		
19:00-19:30	Reporting time		
19:30-20:00			
20:00-20:30	Free	Free	

INTERNAL MANAGEMENT WORKSHOPS

Saturday, 14th September 2024

14:30-15:30

BEEYOND BOUNDRIES: IMPROVING OUR FMILY (JOINT WITH BEE & FM)

Description

In this Workshop we will begin with reviewing the ITM agenda for each area, making sure we are all acquainted with the plans ahead, as well as going through a few essential rules that will ensure a smooth and enjoyable weekend for everyone. This joint Workshop will also provide an opportunity for us to start to get to know each other. We will kick off by introducing ourselves and our National Groups. Furthermore, we will discuss the collaboration between the three areas ensuring that, as Supporting Areas, we are in fact supporting.

Outcome

Get familiar with the ITM agenda, each other, and how our work intertwines.

Preparation

Be prepared to introduce yourself and share your three main goals for the year.

15:30-16:30

WHAT IM DOING HERE

Description

What are the different areas of Internal Management? What are the roles and tasks of a Secretary General? In this workshop we will explore just that, while getting to know each other better. To round off, we will look at different knowledge management materials, IT and some useful tools, which can ease our workload and make our work more effective.

Outcome

For participants to be prepared for their role in IM and for Secretary Generals to have an overview of their responsibilities, as well as providing everyone with a toolkit to support their work throughout the year.

Preparation

Reflect upon your time in office so far and be prepared to share your experiences. Explore the [Officers' Portal](#) and its materials.

INTERNAL MANAGEMENT WORKSHOPS

17:00-18:00

THE WELLBEING OF OUR WORKERS**Description**

In this workshop we will explore the new Code of Conduct of ELSA and its procedures. Particularly, we will be taking a closer look at how to make a welfare complaint, so that you as Secretary Generals are equipped to assist your delegations at the coming International Internal Meetings. Furthermore, we will review the Model Code of Conduct as a useful tool for National Groups in their work with welfare.

Outcome

For participants to be familiar with the Code of Conduct of ELSA, as well as having a starting point for the devising and implementation of a Code of Conduct within their National Group.

Preparation

Read through the [Code of Conduct of ELSA](#). Be prepared to talk about your National Group's work with welfare, and whether you have a Code of Conduct.

18:00-19:00

IM ADMINISTRATING THIS PROJECT**Description**

The area of Internal Management is not only administration, but also project management. In this workshop we will focus on the biggest projects of an IMer, namely Internal Meetings. We will look into the practical aspects of organising a National Council Meeting, things to keep in mind, tips and tricks. Lastly, we will discuss the Secretary General's responsibilities when it comes to the International Council Meeting (ICM).

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. Additionally, participants will be made aware of their obligations towards ELSA International with regards to the ICM.

Preparation

Please read the [Statutes and Standing Orders of ELSA](#), as well as the current [International Council Meeting Decision Book](#). Reflect upon your transition and what you have learned regarding the organisation of your Internal Meetings.

INTERNAL MANAGEMENT WORKSHOPS

Sunday, 15th September 2024*14:30-15:30***GETTING STARTED IN DATA PROTECTION****Description**

As data protection becomes more and more important, this workshop is your chance to get started with the topic! We will take a closer look at the famous data protection principles and learn on which basis personal information may be collected and processed, according to European Data Protection regulations. While this may sound very technical, you will be provided with everyday examples of how data protection is relevant to ELSA. Fasten your seatbelt and get ready to take off into the world of data protection!

Outcome

Participants are familiar with the Data Protection Principles and know the legal basis for processing personal data.

Preparation

None.

*15:30-16:30***HR YOU READY?****Description**

With the ITM positioned at the beginning of your term, this workshop is your opportunity for a crash course in Human Resources Management in ELSA. Together we will explore those fundamentals including best practices and an overview of the new Human Resources Strategy of ELSA International. During the workshop we will also provide an opportunity for discussions surrounding strategic implementation priorities, current state of HR within their National Groups and expectations for this term.

Outcome

By the end of the workshop, participants will have an understanding of HRM within ELSA, including the strategic direction and expectations for the upcoming term. This session will provide both theoretical insights and practical guidance.

Preparation

Please take a look at the [Human Resources Handbook](#), the [Human Resources Strategy 2024-2026](#) and reflect on your expectations for the term.

FINANCIAL MANAGEMENT WORKSHOPS

FINANCIAL MANAGEMENT WORKSHOPS**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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV 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 President and Secretary General of the International Board of ELSA at treasurer@elsa.org.

Join the FM mailing list (elsa-fm@elsa.org) [here](#), as well as the [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 FM Workshops!



Nathalie Labar

President
International Board of ELSA 2024/2025



Mie Tveit

Secretary General
International Board of ELSA 2024/2025

FINANCIAL MANAGEMENT WORKSHOPS

Timetable

	Friday	Saturday	Sunday
10:00-10:30	Free	Training	Training
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		Lunch	
14:00-14:30		Lunch	
14:30-15:00		Opening	BEEyond Boundaries: IMproving our FMily (Joint BEE & IM)
15:00-15:30	Treasurer 101		Cooperation With the FMily Friends
15:30-16:00			
16:00-16:30	Coffee Break		Closing
16:30-17:00			
17:00-17:30	Who is He and Why is He With Us?		Free
17:30-18:00			
18:00-18:30			
18:30-19:00	You Know You Need to Create a Financial Strategy, Right?		
19:00-19:30	Reporting time		
19:30-20:00			
20:00-20:30	Free	Free	

FINANCIAL MANAGEMENT WORKSHOPS

Saturday, 14th September 2024

14:30-15:30

BEEYOND BOUNDARIES: IMPROVING OUR FAMILY (JOINT WITH BEE & IM)

Description

In this Workshop we will begin with reviewing the ITM agenda for each area, making sure we are all acquainted with the plans ahead, as well as going through a few essential rules that will ensure a smooth and enjoyable weekend for everyone. This joint Workshop will also provide an opportunity for us to start to get to know each other. We will kick off by introducing ourselves and our National Groups. Furthermore, we will discuss the collaboration between the three areas ensuring that, as Supporting Areas, we are in fact supporting.

Outcome

Get familiar with the ITM agenda, each other, and how our work intertwines.

Preparation

Be prepared to introduce yourself and share your three main goals for the year.

15:30-16:30

TREASURER 101

Description

In this workshop we will dig deeper into what it means to be a Treasurer and give a general overview of the different areas of Financial Management. Next, we will look into the tasks of a Treasurer, for example preparations for the International Internal Meetings.

Outcome

Clarifying expectations and providing an understanding of what the Treasurer position entails and its responsibilities.

Preparation

Skim through the [International Council Meeting Decision](#) Book Part 4.

FINANCIAL MANAGEMENT WORKSHOPS

17:00-18:00

WHO IS HE AND WHY IS HE WITH US?**Description**

If your project experiences a financial loss, there is no need to panic because EDF can assist you with compensating them. In recent years we have seen several rehaulings of the EDF regulations, which is why it is important to familiarise yourself with the latest updates. In this workshop we will explore the new procedures, different modes of support and provide a step-by-step guide on how to apply.

Outcome

Understand the changes in the EDF framework and learn how to apply for different modes of support.

Preparation

Read the [Statutes](#) and [Standing Orders](#) of ELSA Development Foundation.

18:00-19:00

YOU KNOW YOU NEED TO CREATE A FINANCIAL STRATEGY, RIGHT?**Description**

Since we are developing a new international Financial Strategy this year, we will look over the procedure and the timeline, so that you know what to expect throughout the year. We will also have a general discussion on the importance of financial planning by the use of a strategy, how this strategy can contribute, and how to create and work with it. Furthermore, this will be an opportunity for you to share your experience with financial strategies and if your National/Local Group has one.

Outcome

Gain insight into ELSA International's work with the Financial Strategy, as well as having an understanding of what is required when creating and working with a Financial Strategy, on the international, national, and local level.

Preparation

Read the relevant parts of the [International Council Meeting Decision Book](#), in particular Part 4, Chapter 12 regarding the Financial Strategy.

FINANCIAL MANAGEMENT WORKSHOPS

Sunday, 15th September 2024

14:30-15:30

PLEASE, GRANT ME SOME MONEY

Description

Being able to secure funding for events and projects is key to carrying out diverse initiatives, thus the primary goal of this workshop is to unravel the grant application process and its complexities. Together we will go through 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 grants.

Preparation

Be prepared to talk about whether your ELSA group has ever applied for a grant, if your group is applying annually and you go about searching for grants. Look at the [Grant database](#) of ELSA International.

15:30-16:30

COOPERATION WITH THE FAMILY FRIENDS

Description

For this workshop the focus will firstly be on the cooperation between Financial Management and other areas, especially the Key Areas. What is required from the FM standpoint when organising projects, like Moot Court Competitions? How to cooperate on budgeting and control the spending? Next, we will explore Network Management and how to engage the Officers.

Outcome

Foster good collaboration between Financial Management and other areas, Key Area project organisers.

Preparation

Read Chapter 9 in the [FM Handbook](#), available at the [Officers' Portal](#).

MARKETING WORKSHOPS

MARKETING WORKSHOPS**Preparation and Reminders**

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

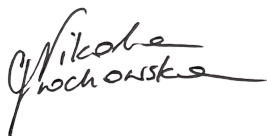
- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV International Training Meeting!

Please read the documents mentioned above 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 Marketing of the International Board of ELSA at marketing@elsa.org.

Join the Marketing mailing list (elsa-mkt@elsa.org) [here](#), as well as the [ELSA Marketing 2024/2025 WhatsApp Group](#) and start a discussion even before the ITM! These platforms can be used to bring up ideas you want to share, whether you can participate in the meeting or not.

I look forward to seeing all of you at the Marketing Workshops!



Nikola Grochowska

Vice President in charge of Marketing
International Board of ELSA 2024/2025

MARKETING WORKSHOPS

Timetable

	Friday	Saturday	Sunday	
10:00-10:30	Free	Training	Training	
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		Marketer's Playground	Trust me, I'm a Pro (Joint w/PD)	
15:00-15:30		BTS: Branding, Tools & Synergy		
15:30-16:00			Pixels & Perceptions: Graphic Design 101	
16:00-16:30		Opening		Closing
16:30-17:00		Coffee Break		
17:00-17:30		Training	Dealing with (Public) Relations	Free
17:30-18:00				
18:00-18:30				
18:30-19:00				
19:00-19:30	Reporting time			
19:30-20:00				
20:00-20:30	Free	Free		

MARKETING WORKSHOPS

Saturday, 14th September 2024*14:30 – 15:00***WELCOME TO THE MARKETER'S PLAYGROUND****Description**

In this introductory workshop, we will take some time to get to know each other and share experiences and knowledge. Furthermore, we will discuss the tasks of Marketers in ELSA. We will take a look at common challenges you might encounter in your term and brainstorm ways to solve them.

Outcome

Get to know other Marketers and gain a basic understanding of your role as a Vice President in charge of Marketing in ELSA.

Preparation

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

*15:00 – 16:30***MARKETING BTS: BRANDING, TOOLS & SYNERGY****Description**

This workshop dives into the behind-the-scenes of ELSA's Marketing. We'll cover essential tools like the Brand Book, Marketing Kits, and the Officers' Portal, also talking about the *Synergy blog* —ELSA's community-building platform where members can share articles about their activities. We'll also discuss the tools you're currently using and explore new ones that could enhance your work.

Outcome

Understand ELSA's marketing tools and strategies, learn how to work with MKT Kits and get familiar with the Officers' Portal.

Preparation

Familiarize yourself with the [ELSA Brand Book](#) and think about any tools you currently use and plan to use in your marketing efforts. Also, check out the [Synergy Blog](#) and consider ideas for an article you could submit.

MARKETING WORKSHOPS

17:00 – 19:00

DEALING WITH (PUBLIC) RELATIONS**Description**

Public relations (like any relations) can be quite daunting, especially when no expectations are set at the beginning or one does not see the benefits. PR isn't only about social media, it's about how we, as Marketers, manage the perception of ELSA as an Association to the wider audience. That's why, in this workshop, we will explore what PR really is, learn how to create a solid PR Strategy and what are the best tools to put ELSA out there.

Outcome

Understand ELSA's marketing tools and strategies, learn how to work with MKT Kits and get familiar with the Officers' Portal.

Preparation

1. Think about how you view ELSA in general and your National/Local Group. Brainstorm how you would like others to perceive it.
2. (*optional*) Research a successful PR campaign and be ready to discuss what made it effective.

MARKETING WORKSHOPS

Sunday, 15th of September 2024*14:30-15:30***TRUST ME, I'M A PRO (JOIN WITH MKT)****Description**

The collaboration between Marketing and Professional Development is often a very fruitful one. PD Projects are what the ELSA audience is highly interested in, hence their promotion, however simple or elaborate, yields tangible results. In this workshop, we'll learn about how to navigate this cooperation and best promote ELSA Traineeships, as well as other PD projects.

Outcome

Learn how to devise a (promotion) strategy for the promotion of ELSA Traineeships and PD events to your National/Local Group's audience, understand the cross-promotion scheme for ELSA Traineeships and explore tips on how to collaborate with the PD Area.

Preparation

Together with the Vice President in charge of Professional Development of your National/Local Group, talk about a PD project or event they would like to organise this term and prepare ideas on how to best promote it through different channels.

*15:30 – 16:30***PIXELS & PERCEPTIONS: GRAPHIC DESIGN 101****Description**

Let's get visual! In this hands-on workshop, we'll cover the basics of graphic design, from colour theory to layout principles. Whether you're creating social media posts, booklets, or presentations, you'll leave with practical skills to elevate your visuals and make your ELSA marketing materials stand out.

Outcome

Learn the fundamental principles of graphic design and apply them to create compelling marketing visuals.

Preparation

Have Canva/Photoshop or other graphic design platform ready and prepare to create something!

ACADEMIC ACTIVITIES WORKSHOPS

ACADEMIC ACTIVITIES WORKSHOPS**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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV 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

Join the AA mailing list (elsa-aa@elsa.org) [here](#), as well as the AA [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 my pleasure to welcome you to the AA Workshops!



Niko Anzulović Mirošević

Vice President in charge of Academic Activities
International Board of ELSA 2024/2025

ACADEMIC ACTIVITIES WORKSHOPS

Timetable

	Friday	Saturday	Sunday
10:00-10:30	Free	Training	Training
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		Our BAAsiCs	Our Voice
15:00-15:30	Divorce, babe, divorce		
15:30-16:00	The Plan of a Project Manager		
16:00-16:30	Opening	Our Impact	Closing
16:30-17:00		Coffee Break	
17:00-17:30	Training	Our Fight, our Legacy and our ROLE in it	Free
17:30-18:00			
18:00-18:30			
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

ACADEMIC ACTIVITIES WORKSHOPS

Saturday, 14th September 2024*14:30-15:00***OUR BAAsiCs (JOINT WITH C)****Description**

In this joint Workshop, we will begin by reviewing a few essential rules that will ensure our upcoming workshops proceed smoothly and are an enjoyable experience for everyone. We'll kick off by introducing ourselves and our projects, embracing to become a part of the ELSA family. This Workshop will provide a comprehensive overview of the agenda of the ITM, offering you the opportunity to get acquainted with the plans ahead.

Additionally, we will discuss what it means to be a new National/Local Officer in ELSA, focusing on the responsibilities of this role. You will receive updates on the international level and have the chance to explore the exciting plans for the term. We will also cover key knowledge management tools, materials, and useful resources to help you maximise your year in your new positions.

Outcome

The workshop aims to foster familiarity with the Competitions area, our projects, knowledge sources, communication channels and all the members within our wonderful community.

Preparation

Be ready to introduce yourself and meet other Officers from the Network! Additionally think what being an AA officer means to you, what your plans, hopes, dreams, fears for the upcoming year are.

*15:00-15:30***DIVORCE, BABE, DIVORCE (JOINT WITH C)****Description**

Following the board reform two years ago, the areas of AA and C are now fully separate on the international level and in a big part of the Network. However, the separation is still fresh and the interconnectedness of the areas is still evident - albeit confusing - in some materials, projects, and traditions. Furthermore, some Groups have not implemented and/or are not planning to implement the separation. In this workshop we will go over the history and the current situation of the collaboration between the two areas and discuss how we would like to proceed this year. The way forward is together, but healthy boundaries make any relationship flourish!

Outcome

Upon completion of this workshop, participants will gain comprehensive insight into the history and relationship of AA and C, be able to clearly discern AA from C projects and understand the interaction of different communication channels of these two areas on the international level.

ACADEMIC ACTIVITIES WORKSHOPS

Preparation

Think about your boardies, and the projects you have planned. Are you organising a big competition? Are you organising legal writing, ROLE or human rights events? How much do you collaborate/intersect with your AA/C/MCC boardie? Are you able to give both AA projects and academic competitions projects the necessary attention? Look through the [AA Handbook](#) and notice projects that shifted from AA to C.

15:30-16:00

THE PLAN OF A PROJECT MANAGER**Description**

Creating a comprehensive a priori plan and setting realistic goals for our terms can be tricky. Sometimes we are not fully aware of all the tasks that must be done to achieve a goal, or what order and spacing should be. 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, as well as the process of structuring a robust but flexible project plan for all our projects that will be a reliable baseline even in times of crisis. Participants will also have the chance to share their plans, their fears or their ambitions and discuss their ideas for the future. We will go through this with an interactive task. On Saturday we will introduce and outline the task, and then Sunday will be the time to present findings, discuss results and brainstorm opportunities together.

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!

16:00-16:30

OUR IMPACT**Description**

One of ELSA's aims is to foster social responsibility of law students and young lawyers in Europe. Although "social responsibility initiatives" are formally under the AA Chapter, social responsibility is a core value of our entire association, and we see it implemented across all areas. In this workshop we will talk about social responsibility as a value and the way ELSA implements it. Additionally, as our current International Focus Programme topic is Law & Sustainability - a highly utilisable topic to promote our social responsibility - we will go over the ways you can implement it and sources you can help yourself with in doing so.

ACADEMIC ACTIVITIES WORKSHOPS

Outcome

After this workshop the participants will understand the value of social responsibility, how it is achieved in ELSA and have an idea on how they can further promote it. They will also have an understanding of the IFP and feel comfortable exploring available IFP resources, as well as reaching out to ELSA International regarding its implementation.

Preparation

Think about social responsibility as a value in the corporate world, and think about social responsibility as you've known it in the context of ELSA. Think about the IFP and the ways you saw Law & Sustainability tackled in ELSA projects around you. Take a look at the current [IFP Outline](#).

17:00-19:00

OUR FIGHT, OUR LEGACY AND OUR ROLE IN IT**Description**

During this workshop we will go over the big boys, the meat, the focus points - the international projects organised and coordinated by ELSA International. We will introduce the Annual Human Rights Campaign, the Rule of Law Education Programme, the ELSA Law Review, the International Legal Research Group and the LexisNexis Essay Competition.. We will go over the basics on their history, how each one of them is organised and what are their relevant timelines during the term. We will also explore all the opportunities you can take for joining and organising these projects and the benefits you can reap from them. Finally, we will go over all the support ELSA International can give you in the organisation and participation in these projects and tackle any questions or obstacles you might have. We will also go through their “smaller siblings” - the national/local projects in AA supported by ELSA International - and get acquainted with their support systems as well.

Outcome

Participants have a general overview of the main international projects in Academic Activities and feel comfortable and encouraged to participate and organise them. They also feel comfortable seeking out for and utilising the support of ELSA International when organising international projects. Participants are also comfortable exploring national/local projects and feel encouraged to creatively innovate. This workshop is NOT a deep dive into any of the projects - that will be left to the Officers' Portal, open calls, IIMs and the project-specific international support systems.

Preparation

Skim through the [Human Rights Handbook](#), the [AHRC Outline 2024/2025](#), the [ROLE Handbook](#), the [ELR website](#) and the [LexisNexis Essay Competition webpage](#), the [LRG website](#) and the [ILRG webpage](#). Skim through the [ELSA4Schools Handbook](#), the [LRG Handbook](#), the [Law Review Handbook](#), the [Essay Competition Handbook](#) and the [AA Handbook](#).

ACADEMIC ACTIVITIES WORKSHOPS

Sunday, 15th September 2024*14:30-15:30***OUR VOICE (JOINT WITH BEE)****Description**

In this workshop we will tackle ELSA's advocacy - its regulation, recent developments, ideas and limitations. We will explore all the different ways we can advocate, topics we can advocate for, and go over what to do and what not to do when using ELSA's platforms for advocacy. ELSA International will also share the plan of how advocacy will be structured this term. This workshop will also provide an opportunity for all the participants to share the work with advocacy in their National Groups, so that you also can learn and take inspiration from each other

Outcome

The participants understand what it means to advocate through ELSA. They are aware of the knowledge and support systems provided by ELSA International, as well as of the limitations of advocacy within ELSA imposed by our regulations and our identity.

Preparation

Read through the part about Advocacy in the [International Council Meeting Decision Book](#) (Part 1, Chapter 6). Think about how you work with advocacy in your Group, which topics you would want to advocate for, and how it can be done through ELSA.

*15:30-16:30***THE PLAN OF A PROJECT MANAGER****Description**

Creating a comprehensive a priori plan and setting realistic goals for our terms can be tricky. Sometimes we are not fully aware of all the tasks that must be done to achieve a goal, or what order and spacing should be. 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, as well as the process of structuring a robust but flexible project plan for all our projects that will be a reliable baseline even in times of crisis. Participants will also have the chance to share their plans, their fears or their ambitions and discuss their ideas for the future.

We will go through this with an interactive task. On Saturday we will introduce and outline the task, and then Sunday will be the time to present findings, discuss results and brainstorm opportunities together.

Outcome

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

ACADEMIC ACTIVITIES WORKSHOPS

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!

COMPETITIONS WORKSHOPS

COMPETITIONS WORKSHOPS**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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
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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 Competitions of the International Board of ELSA at competitions@elsa.org.

Join the C mailing list (elsa-c@elsa.org) [here](#), as well as the [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 my pleasure to welcome you to the C Workshops!



Aliena Trefny

Vice President in charge of Competitions
International Board of ELSA 2024/2025

COMPETITIONS WORKSHOPS

Timetable

	Friday	Saturday	Sunday	
10:00-10:30	Free	Training	Training	
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		Lunch		
14:00-14:30		Lunch		
14:30-15:00		Our BAAsiCs	All by yourself...?	
15:00-15:30		Divorce, babe, divorce		
15:30-16:00		The Queen & the Old Man	The Challenge is On	
16:00-16:30		Opening	Coffee Break	Closing
16:30-17:00				
17:00-17:30		Training	Please specify!	Free
17:30-18:00				
18:00-18:30	Advoca-C – Pick your Topics wisely			
18:30-19:00				
19:00-19:30	Reporting time			
19:30-20:00				
20:00-20:30	Free	Free		

COMPETITIONS WORKSHOPS

Saturday, 14th September 2024*14:30-15:00***OUR BAAsiCs (JOINT WITH AA)****Description**

In this joint Workshop, we will begin by reviewing a few essential rules that will ensure our upcoming workshops proceed smoothly and are an enjoyable experience for everyone. We'll kick off by introducing ourselves and our projects, embracing to become a part of the ELSA family. This Workshop will provide a comprehensive overview of the agenda of the ITM, offering you the opportunity to get acquainted with the plans ahead.

Additionally, we will discuss what it means to be a new National/Local Officer in ELSA, focusing on the responsibilities of this role. You will receive updates on the international level and have the chance to explore the exciting plans for the term. We will also cover key knowledge management tools, materials, and useful resources to help you maximise your year in your new positions.

Outcome

The workshop aims to foster familiarity with the Competitions area, our projects, knowledge sources, communication channels and all the members within our wonderful community.

Preparation

Be ready to introduce yourself and meet other Officers from the Network! Additionally think what being a C officer means to you, what your plans, hopes, dreams, fears for the upcoming year are.

*15:00-15:30***DIVORCE, BABE, DIVORCE (JOINT WITH AA)****Description**

Following the board reform two years ago, the areas of AA and C are now fully separate on the international level and in a big part of the Network. However, the separation is still fresh and the interconnectedness of the areas is still evident - albeit confusing - in some materials, projects, and traditions. Furthermore, some Groups have not implemented and/or are not planning to implement the separation. In this workshop we will go over the history and the current situation of the collaboration between the two areas and discuss how we would like to proceed this year. The way forward is together, but healthy boundaries make any relationship flourish!

Outcome

Upon completion of this workshop, participants will gain comprehensive insight into the history and relationship of AA and C, be able to clearly discern AA from C projects and understand the interaction of different communication channels of these two areas on the international level.

COMPETITIONS WORKSHOPS

Preparation

Think about your boardies, and the projects you have planned. Are you organizing a big competition? Are you organizing legal writing, ROLE or human rights events? How much do you collaborate/intersect with your AA/C/MCC boardie? Are you able to give both AA projects and academic competitions projects the necessary attention? Look through the [AA Handbook](#) and notice projects that shifted from AA to C.

15:30-16:30

THE QUEEN & THE OLD MAN – FLAGSHIP COMPETITIONS**Description**

September marks the launch of the 13th edition of the Helga Pedersen Moot Court Competition and the 23rd edition of the John H. Jackson Moot Court Competition. It is important for all C Officers to grasp the scope and 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 present to you the organisers of the European Regional Rounds and the 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 on 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

PLEASE SPECIFY!**Description**

During this workshop, I 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, ELSA Legal Debates and the Client Interviewing Competition - and

COMPETITIONS WORKSHOPS

others. Next I will introduce the Competitions Team to make sure that every Officer seeking guidance or support in creating/developing their project knows whom to reach out to. Finally, I will present the new Competitions Specification Form to you and explain how you can benefit from it. 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! I 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](#).

18:00 -19:00

ADVOCA-C - PICK YOUR TOPICS WISELY

One of the goals in the Strategic Plan of ELSA International is advocacy. It might not be evident, but competitions can also be used as an advocacy tool. We will explore different possibilities how this can be achieved by picking specific topics for the cases of our competitions, the type of promotion that is done before and the reporting after a competition. I will present our plans on advocacy this term and we will do a brainstorming session together on how National and Local Officers can use their competitions to advocate as well.

Outcome

The participants understand what it means to advocate through ELSA and how competitions can be used to do so. They are aware of the knowledge and support systems provided by ELSA International, as well as of the limitations of advocacy within ELSA imposed by our regulations and our identity.

Preparation

Think about topics for different competitions and a promotion strategy that can be used to (at least indirectly) advocate for these topics.

COMPETITIONS WORKSHOPS

Sunday, 15th September 2024*14:30-15:30***ALL BY YOURSELF...?****Description**

Being a project manager means that you have a lot of tasks, especially as different areas play together to organise a successful event. But remember, you are a member of a whole Board who stands behind you and can support you. Being in a 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, I 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?

*15:30-16:30***THE CHALLENGE IS ON****Description**

To end the ITM, this last workshop will be dedicated to giving the floor mostly to the participants. They will get the opportunity to share the challenges they might encounter and the areas in which they might need support. We will create an overview of these issues to get a better understanding which topics would be beneficial to discuss during Open Calls and workshops in the upcoming International Internal Meetings.

Outcome

The participants will get an impression of the challenges that other National and Local Groups face and what might be the main points of discussion throughout the term.

Preparation

Think about the challenges that you might face during this term, especially in relation to the organisation of your competitions and be ready to share and discuss.

PROFESSIONAL DEVELOPMENT WORKSHOPS

PROFESSIONAL DEVELOPMENT WORKSHOPS**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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV 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 International Board of ELSA at professionaldevelopment@elsa.org.

Join the PD mailing list (elsa-pd@elsa.org) [here](#), as well as the [PD 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 PD Workshops!



Nikola Grochowska

Vice President in charge of Marketing
International Board of ELSA 2024/2025



Niko Anzulović Mirošević

Vice President in charge of Academic
Activities
International Board of ELSA 2024/2025

PROFESSIONAL DEVELOPMENT WORKSHOPS

Timetable

	Friday	Saturday	Sunday	
10:00-10:30	Free	Training	Training	
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		Lunch		
14:00-14:15		Lunch		
14:15-15:00		Opening	Let's uPDate each other!	Trust me, I'm a Pro (Joint MKT)
15:00-15:30			Our First Hunt	What can you (P)Do?
15:30-16:00				
16:00-16:30		Training	Coffee Break	Closing
16:30-17:00			Our Second Hunt, and its aftermath	Free
17:00-17:30				
17:30-18:00				
18:00-18:30				
18:30-19:00				
19:00-19:30				
19:30-20:00	Reporting time	Free		
20:00-20:30	Free			

PROFESSIONAL DEVELOPMENT WORKSHOPS

Saturday, 14th September 2024*14:15- 15.00***LET'S UPDATE EACH OTHER!****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. The International Board Members responsible for the PD Area will also introduce themselves and explain the communication and the division of responsibilities.

Outcome

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

Preparation

Please note that this workshop starts at 14:15. Please join the meet on time in order to not miss important information at the beginning of the workshop.

*15:00-16.30***OUR FIRST HUNT****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.

PROFESSIONAL DEVELOPMENT WORKSHOPS

17:00-19.00

OUR SECOND HUNT, AND ITS AFTERMATH**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.

But after successfully completing your Student Hunting, there are still many Trainees working in your country - and that means reception, assistance, feedback and more, qll after they get matched to their traineeship.

Outcome

The Student Hunting process, the promotion of the Traineeships, verification of the applications and helping the Trainees through and after their Traineeship.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOPS

Sunday, 15th September 2024*14:30-15:30***TRUST ME, I'M A PRO (JOIN WITH MKT)****Description**

The collaboration between Marketing and Professional Development is often a very fruitful one. PD Projects are what the ELSA audience is highly interested in, hence their promotion, however simple or elaborate, yields tangible results. In this workshop, we'll learn about how to navigate this cooperation and best promote ELSA Traineeships, as well as other PD projects.

Outcome

Learn how to devise a (promotion) strategy for the promotion of ELSA Traineeships and PD events to your National/Local Group's audience, understand the cross-promotion scheme for ELSA Traineeships and explore tips on how to collaborate with the Marketing Area.

Preparation

Think about a PD project or event you would like to organise next year and together with the Vice President in charge of Marketing of your National/Local Group and prepare ideas on how best to promote it through different channels.

*15:30-16:30***WHAT CAN YOU (P)Do?****Description**

For the past year, the Professional Development area has been constantly developing and the types of events you can organise as a PD Officer are endless! We will go over the types of PD projects that are not connected to ELSA Traineeships, yet still providing our ELSA members with a smooth start of their legal career.

Outcome

Presentation of the new Handbooks in the PD area and discussion about the possible PD projects.

Preparation

Think about what kind of events you'd like to organise and focus on next year. Be ready to share ideas!

SEMINARS AND CONFERENCES WORKSHOPS

SEMINARS AND CONFERENCES WORKSHOPS**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](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2024/2025, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the IV 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.

Join the S&C mailing list (elsa-sc@elsa.org) [here](#), as well as the [S&C Officers 24/25](#) 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 my pleasure to welcome you to the S&C Workshops!



Paula Bačić

Vice President in charge of Seminars and Conferences
International Board of ELSA 2024/2025

SEMINARS AND CONFERENCES WORKSHOPS

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10:00-10:30	Free	Training	Training	
10:30-11:00				
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13:00-13:30		Lunch		
13:30-14:00		Lunch		
14:00-14:30		Lunch		
14:30-15:00		Refreshments		
15:00-15:30		Same Passion, New Position		
15:30-16:00		Strategy & Compass		
16:00-16:30		Opening	Coffee Break	Closing
16:30-17:00		Training	Raising the Flags!	Free
17:00-17:30				
17:30-18:00				
18:00-18:30				
18:30-19:00				
19:00-19:30				
19:30-20:00	Reporting time			
20:00-20:30	Free	Free		

SEMINARS AND CONFERENCES WORKSHOPS

Saturday, 14th September 2024*14:30 – 15:00***REFRESHMENTS****Description**

Starting a new term can sometimes feel like jumping into a fast-moving stream, especially in the S&C area, which is full of diverse projects and opportunities. Even though you are expected to know the basics, a quick refresher is always helpful. In this workshop, we will briefly revisit the fundamentals of ELSA to ensure everyone is on the same page. Then, we will delve deeper into the S&C area, discussing its scope, key projects, and how it aligns with the broader mission of ELSA. This is an opportunity to refresh your knowledge and ensure you are prepared for the year ahead.

Outcome

Participants will leave with a renewed understanding of ELSA's structure and purpose, particularly how the S&C area contributes to the association's goals. They'll also gain clarity on the various projects under S&C and how these can be leveraged to maximise their impact throughout the year.

Preparation

No preparation is required, but it might be helpful to think about any questions you have regarding the basics of ELSA or the S&C area.

*15:00 – 16:30***SAME PASSION, NEW POSITION****Description:**

Stepping up from the position in a Local to the position in a National board is both an exciting opportunity and a significant shift in responsibilities. This workshop will explore the key differences between local and national roles, emphasising the new obligations, communication channels, and opportunities that come with your new position. We will discuss how to effectively manage communication with your Local Officers and navigate interactions within the International Network. You will also learn about the importance of International Internal Meetings and International Annual Meetings, and who is expected to attend these events. Additionally, we will delve into the essential tools and handbooks available on the ELSA Officers Portal to help you succeed in your new role.

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Outcome:

Participants will gain a clear understanding of the differences between Local and National VP S&C roles, including their new obligations and opportunities. They will also learn how to communicate effectively within their networks and become familiar with the tools and resources available for each project.

Preparation:

Visit the [ELSA Officers Portal](#) and familiarise yourself with available handbooks, tools, and resources. Take a look at the [S&C Transition Checklist](#) to check if all aspects have been covered during your transition. Reflect on the shift from a local to a national role (or a new role on the local level) and come prepared with questions or topics you would like to discuss regarding your new responsibilities.

17:00 – 18:00

RAISING THE FLAGS!**Description**

Flagship Projects represent the best of ELSA's offerings, showcasing top standards and providing exceptional opportunities for our members. In this workshop, we will explore the criteria for a project to be recognized as a Flagship and focus on our two Flagship Projects: ELSA Delegations and ELSA Law Schools. You will learn about the specific requirements, responsibilities, and opportunities these projects present, with a special emphasis on the distinctions between the roles of Local and National Officers. Additionally, we will discuss effective strategies for promoting and coordinating these projects within your network, ensuring that they continue to thrive and attract participation. We will also brainstorm potential improvements to keep these projects evolving and impactful.

Outcome

Participants will gain a solid understanding of what makes a project Flagship, focusing on the cooperation and relationship between Local, National, and International levels. By the end of the workshop, they will be familiar with the rules, tools, and strategies necessary to promote, organise, and support these projects effectively at each level, with an awareness of the role of the ELSA International Team.

Preparation

Reflect on any gaps in your knowledge about S&C's Flagship Projects. If needed, prepare

SEMINARS AND CONFERENCES WORKSHOPS

questions to ensure you gain a comprehensive understanding during the workshop. Also, consider any ideas for potential improvements that could enhance these projects further.

18:00 – 19:00

GEMS IN THE SHADOW**Description**

While Flagship Projects often steal the spotlight, there are several hidden gems that deserve attention. In this workshop, we will shine a light on our Institutional and Study Visits, International Conferences of ELSA, ELSA Webinars, and ELSA Webinars Academy.

We will explore the unique qualities and organisational requirements of each project, discussing how to revitalise and promote them within the Network and beyond.

Outcome

Participants will gain an overview of the current state of these projects, including statistics, available materials, and common practices. They will also acquire knowledge about the specific requirements for each project. They will collaboratively identify practical strategies to enhance and promote these projects, ensuring they receive the attention they deserve and achieve greater impact within the Network.

Preparation

Reflect on and be ready to share any positive experiences you have had with organising or participating in these projects. Consider what worked well and any lessons learned that could benefit the discussion.

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Sunday, 15th September 2024*14:30 – 15:30***OUR BIGGEST SUPPORTERS****Description:**

In ELSA, the success of our Key Areas and the professionalism of our projects also rely on the support we receive from the Supporting Areas: President (BEE), Internal Management, Financial Management, and Marketing. This workshop will emphasise the importance of collaboration with these areas, highlighting how they can help us achieve our goals. We will delve into the External Relations procedure, including the Contact Approval Form (CAF) in cooperation with the BEE area. Additionally, we will address crucial topics like data protection and privacy policies with Internal Management, discuss how Financial Management can support our projects through budgeting assistance and the EDF, and explore the ELSA Brand Book and Marketing Kits provided by Marketing.

Outcome:

Participants will gain a clear understanding of the roles and responsibilities of the Supporting Areas in relation to S&C. They will learn how to effectively collaborate with these areas, understand the resources and procedures that are essential to their projects, and develop strategies to integrate this support into their work.

Preparation:

Read Chapter 3. of Part 2. of the [International Council Meeting Decision Book](#), and check out [ELSA Law Schools Privacy Policy](#), [EDF Guidelines](#), [ELSA Brand Book](#).

*15:30 – 16:30***STRATEGY & COMPASS****Description**

Strategic planning is essential for navigating a successful term. In this workshop, we will explore the current Strategic Goals of ELSA and how to implement them within the S&C area. We will discuss how to align your One Year Operational Plan (OYOP) with the Strategic Plan 2023-2028, ensuring your actions contribute to the broader vision of our association. Additionally, we will revisit the S&C Development Goals from 2019/2020 to evaluate their relevance today. Together, we will consider whether to revive some of these goals and discuss whether there is a need to establish new Development Goals for the Seminars & Conferences area.

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Outcome

Participants will gain understanding of how to align their OYOP with ELSA's Strategic Goals. By the end of the workshop, they will have identified specific ways to integrate these goals into their national or local plans and will have ideas for the future development of S&C goals.

Preparation

Read the current Strategic Plan in Chapter 2. of Part 1. of the [International Council Meeting Decision Book](#), and [Strategic Goals 2028 Implementation Handbook](#). Check the [S&C Development Goals 19/20](#) and reflect on the current challenges within our area. Think about your plans for your National Group this term.

A blurred background image showing a laptop on the left and a palm tree in the center, set against a light-colored wall. The overall scene is out of focus, creating a soft, artistic atmosphere.

#ActToImpact

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