



The European Law Students' Association



VI INTERNATIONAL TRAINING MEETING WORKING MATERIALS

General Legal Partners of ELSA



Human Rights Partner of ELSA



General Education Partners of ELSA



Technical Supporters



11th - 13th
September 2026

FOREWORD

GENERAL INFORMATION**FOREWORD**

Dear ELSA Officers,

It is our great pleasure to welcome you to the VI International Training Meeting (ITM) and to present you with its Working Materials!

With the VI ITM, we come together for the first International Internal Meeting of the term! It is a chance to put faces to names from across the Network, share our first impressions and experiences, and prepare for the exciting months ahead.

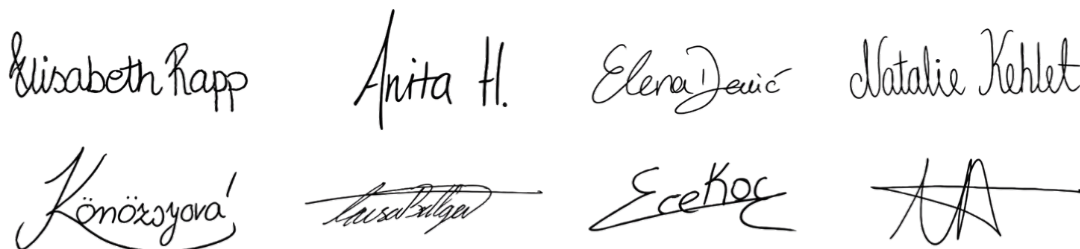
Through a combination of Workshops and Trainings, we hope to provide you not only with useful knowledge and tools that will support you throughout the year, but also with space to ask questions, learn from one another, and collaborate.

These Working Materials are your first step towards making the most of the VI ITM. We encourage you to go through them carefully, familiarise yourselves with the agenda and Workshop descriptions, and take note of any preparations required from you.

Above all, we hope you approach the VI ITM with curiosity and an open mind. Over three days, Officers from across the Network will come together online, and the conversations we start, the skills we develop, and the connections we build can stay with us throughout the entire term.

We are incredibly excited to welcome you and officially begin this journey together. See you very soon at the VI ITM!

ELSAfully yours,



Elisabeth, Anita, Elena, Natalie, Enara, Caisa, Ece & Adamantia
International Board of ELSA 2026/2027

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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				
14:00-14:30				
14:30-15:00		Workshops	Workshops	
15:00-15:30				
15:30-16:00				
16:00-16:30	Opening	Coffee Break	Closing	
16:30-17:00				
17:00-17:30	Training	Workshops	Free	
17:30-18:00				
18:00-18:30				
18:30-19:00		Reporting time		
19:00-19:30				
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:	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.”)
C-shaped hand:	Asking for clarification on a previous statement
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.



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 for all participants of the International Training Meeting, but highly recommended.

The available training sessions are the following:

- Friday (17:00-20:00):
 - ELSA Basic Knowledge; OR
 - Networking; OR
 - Presentation Skills.
- Saturday (10:00-13:00):
 - Personal Branding; OR
 - Negotiation Skills; OR
 - Presentation Skills.
- Sunday (10:00-13:00):
 - Time Management; OR
 - Negotiation Skills; OR
 - Presentation 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 four (4) preferences for training sessions and ultimately have the opportunity to attend three (3) over the course of Friday, Saturday and Sunday – one every day. In case of exceptional demand and an inability to meet it, this number may be decreased to two (2) by the International Board of ELSA. The trainings may be subject to change upon the availability of the trainers.

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 of their allocated training sessions personally. The International Board of ELSA will try to do this allocation as fairly as possible, considering the number of participants and trainings available. With this in mind, the International Board of ELSA 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 WORKSHOP

OPENING AND CLOSING WORKSHOP

Friday, 11th September 2026

16:00– 17:00

OPENING OF THE VI INTERNATIONAL TRAINING MEETING - JOINT**Description**

Welcome to the VI International Training Meeting! In this Opening Workshop, we will introduce ourselves as the International Board of ELSA 2026/2027, 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 VI International Training Meeting Working Materials.

Sunday, 13th September 2026

16:30– 17:00

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

Time runs fast when we have fun, and sadly, the VI International Training Meeting must already 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 VI International Training Meeting is closed.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

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, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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!



Elisabeth Rapp

President
International Board of ELSA 2026/2027

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		Nice to BEE You	From Loss to Opportunity: What Can EDF BEE For You? (Joint with FM)
15:00-15:30	Opening	Just BEE It	
15:30-16:00		BEEfore You Go	
16:00-16:30		Coffee Break	Closing
16:30-17:00		Training	Let's talk BEE-siness
17:00-17:30			
17:30-18:00	BEE The ChAAnge (Joint with AA)		
18:00-18:30			
18:30-19:00	Reporting time		
19:00-19:30			
19:30-20:00	Free	Free	
20:00-20:30			

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

Nice to BEE you

Description

In our first Workshop, we will kick things off by getting to know each other and finding out who we will BEE sharing the weekend with. We will also explore the weekend's agenda and set expectations for the ITM.

Outcome

Get familiar with the ITM and connect with each other.

Preparation

Be ready to introduce yourself.

15:15-16:30

Just BEE it

Description

In this Workshop, we will explore the different sides of the BEE Area and some of the tools that can make the role a little easier. We will touch upon the classic areas, including Board Management, External Relations, and Expansion, while also looking at responsibilities such as Advocacy, Strategic Planning, and Network Management. Along the way, we will put our knowledge to the test, share experiences, and discover how all these different pieces fit together.

Outcome

Get a clearer picture of the BEE Area and its main responsibilities.

Preparation

Come with your questions about the position. 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

Let's talk BEE-siness**Description**

External Relations is all about building the right relationships and knowing how to navigate them. In this Workshop, we will discuss how to approach and communicate with externals, get familiar with the External Relations Procedure, and, last but not least, explore the External Relations Regulations Platform and how it can make your work easier.

Outcome

Feel confident navigating External Relations and the procedures and tools that come with it.

Preparation

Read through the External Relations Regulations, Part 2, Chapter 3 of the [International Council Meeting Decision Book](#), and explore the [External Relations Regulations Platform](#).

18:00-19:00

BEE The ChAAngE (Joint with AA)**Description**

There is no single way to approach Advocacy in ELSA, and that is exactly what this Workshop is about. Together, we will discuss the principles behind the Advocacy Guidelines, exchange experiences from across the Network and reflect on how Advocacy can be integrated into the projects and initiatives we already organise. Through discussion and the sharing of ideas, we will discover how each of us can BEE the ChAAngE within our own National and Local Groups.

Outcome

Understand how Advocacy works within ELSA, become familiar with the Advocacy Guidelines and feel more comfortable approaching it in your National Group.

Preparation

Read the [Advocacy Guidelines](#) and think about how Advocacy is currently approached in your National and Local Groups, as well as any topics you would be interested in addressing.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

From Loss to Opportunity: What Can EDF BEE For You? (Joint with FM)

Description

Facing financial losses in your project isn't the end of the road, the EDF is here to help. In this Workshop, we'll walk you through the latest changes, explore the various types of support available, and guide you step by step through the application process. The goal is to complete a full application together, with hands-on exercises and the analysis of both strong and weak examples to understand best practices and common mistakes.

Outcome

Understand how the EDF works and learn how to apply for EDF.

Preparation

Read the [ELSA Development Foundation Guidelines](#).

16:00-16:30

BEEfore You Go

Description

The ITM may be coming to an end, but your BEE journey is only getting started. In this final Workshop, we will wrap up the weekend and talk about the ideas and takeaways we are bringing home. We will also look ahead at what is coming up for BEEs during the first half of the term.

Outcome

Leave the ITM with your key takeaways, a sense of what comes next, and hopefully a little more excitement for the term ahead.

Preparation

None.

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, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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!



Aníta Lind Hlynsdóttir

Secretary General
International Board of ELSA 2026/2027

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			
14:00-14:30			
14:30-15:00		IM Here For the Team	The IMportant Bit Behind the S&Cenes (Joint with C & S&C)
15:00-15:30		Ctrl + Alt + Admin	
15:30-16:00			
16:00-16:30	Opening		HR We Go!
16:30-17:00		Coffee Break	Closing
17:00-17:30	Training	Mind Your Data	Free
17:30-18:00			
18:00-18:30		Inside the Council	
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

INTERNAL MANAGEMENT WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

IM Here For the Team

Description

We will start by diving into the realm of Internal Management! This Workshop will give Participants the opportunity to present themselves, get to know each other, and explore the tasks and responsibilities of a Secretary General.

Outcome

Participants will have the opportunity to get to know one another and develop an overview of the Internal Management Area and the key responsibilities of a Secretary General.

Preparation

Be prepared to introduce yourself and reflect on your time in office so far. Take a look at the [Officers' Portal](#) and explore the materials within the Internal Management Area.

15:15-16:30

Ctrl + Alt + Admin

Description

From emails and documents to folders and shared drives, this Workshop will explore how Google Workspace can support your administrative work and make everyday tasks a little easier. We will look at useful features, practical ways to structure your work, and tips that can help you stay organised and work efficiently throughout your term.

Outcome

Participants will gain a practical understanding of Google Workspace tools and learn how to use them effectively in their daily work.

Preparation

Read through the [G-Suite Management Guideline](#) and reflect on your knowledge of Google Workspace.

INTERNAL MANAGEMENT WORKSHOPS

17:00-18:00

Mind Your Data

Description

How do we know what data we can collect, use, store or share? Understanding how to handle personal data responsibly is an important part of your role as Secretary General. This Workshop will introduce the basics of Data Protection, including what counts as personal data, the main legal bases for processing personal data, and key principles we need to keep in mind when it comes to Data Protection.

Outcome

Participants will leave with a clearer understanding of the main principles that should guide the handling of personal data and recognise common situations involving personal data. Additionally, they will identify potential data protection concerns and where to find further guidance and information when needed.

Preparation

Review the [Data Protection Handbook](#) and consider your National or Local Group's current practices for handling personal data.

18:00-19:00

Inside the Council

Description

Internal Meetings are essential for keeping a National Group running smoothly, but organising them involves a lot of planning and coordination. We will explore practical project management approaches that participants can use when preparing and organising their first National Council Meeting, from the initial preparations to the Meeting itself. We will also take a closer look at International Council Meetings, what participants can expect from them, and the obligations of the National Groups in relation to their voting rights.

Outcome

Participants will gain practical insights into organising their first National Council Meeting and learn how to confidently navigate different stages of the process. They will become familiar with what to expect from International Council Meetings and gain a clearer understanding of their obligations towards ELSA International to maintain their voting rights.

Preparation

Read through the [Statutes and Standing Orders of ELSA](#) and the current [International Council Meeting Decision Book](#), specifically Part 3 Internal Management, Chapter 4 International Council Meetings, and note the obligations of National Groups towards ELSA International.

INTERNAL MANAGEMENT WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

The IMportant Bit Behind the S&Cenes (Joint with C & S&C)

Description

Every ELSA event brings people together, and with that comes a responsibility for the Organisers. But organising projects goes beyond planning and coordinating schedules, it also means making sure everyone feels safe, respected, and included. Together with Competitions and Seminars & Conferences, we will explore the purpose and scope of the Code of Conduct of ELSA and how it applies in practice for projects organised and coordinated by ELSA International. We will learn how to recognise and approach different situations that may arise, and how we can all contribute to a positive and respectful ELSA event.

Outcome

Participants will have a clearer understanding of the Code of Conduct and how it applies to their work. They will become familiar with their responsibilities towards Welfare when organising international projects.

Preparation

Please read the [Code of Conduct of ELSA](#). Think about an event you are planning this term and how a participant would raise a concern during it.

16:00-16:30

HR We Go!

Description

ELSA starts with its people and it is the Officers who bring it to life. This Workshop will provide a simple introduction to Human Resources and its role within ELSA. We explore some of the key areas of HR and take a closer look at the Human Resources Strategy 2024-2027. We will then have the chance to reflect on the HR situation within our National and Local Groups and consider what could be prioritised during the upcoming term.

Outcome

Participants will have a basic understanding of the importance of Human Resources in ELSA and have the opportunity to reflect on the HR situation within their National or Local Group.

Preparation

Take a look at the [Human Resources Strategy 2024-2026](#) and the [Human Resources Handbook](#).

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, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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.

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 my pleasure to welcome you to the FM Workshops!



Elena Dević

Treasurer
International Board of ELSA 2026/2027

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				
14:00-14:30				
14:30-15:00		Treasurer 101 - Presentation, Introduction & Core Responsibilities	From Loss to Opportunity: What Can EDF BEE For You? (Joint with BEE)	
15:00-15:30		Two Sides, One Budget (Joint with S&C)		
15:30-16:00				
16:00-16:30	Opening		Looking Ahead: Our Year, Our Goals	
16:30-17:00		Coffee Break	Closing	
17:00-17:30	Training	The Importance of a Financial Strategy and Long-Term Planning	Free	
17:30-18:00				
18:00-18:30		The One Where We Talk Marketing and Money (Joint with MKT)		
18:30-19:00				
19:00-19:30		Reporting time		
19:30-20:00				
20:00-20:30	Free	Free		

FINANCIAL MANAGEMENT WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

Treasurer 101 - Presentation, Introduction & Core Responsibilities

Description

We will take a moment to dig deeper into what it means to be a Treasurer in ELSA. This Workshop will serve as an introduction for new Treasurers and a structured overview for returning ones. We will cover key responsibilities, the typical financial year, how to ensure sustainability, and the importance of strategic financial planning. You will be encouraged to reflect on your own National/Local context and share best practices. This Workshop aims to map out the core areas of Financial Management (FM), which we will explore further in upcoming Workshops. It is also a time for discussion and exchange about the goals for the year and about what we want to update and focus on.

Outcome

Gain a clear understanding of the role and responsibilities of a Treasurer at all levels; be familiar with the fundamental parts of Financial Management and how they interconnect; feel more confident about your tasks ahead.

Preparation

Read the [Statutes and Standing Orders of ELSA](#) and take a look at the Toolkits on the [Officers' Portal](#).

15:15-16:30

Two Sides, One Budget (Joint with S&C)

Description

This Workshop will focus on the practical aspects of preparing and managing budgets for ELSA Law Schools and International Conferences of ELSA, while exploring the cooperation between FM and S&C. We will look at the key elements of budget-making, including planning income and expenses, setting realistic fees, managing risks and ensuring financial sustainability. A particular focus will be placed on clarifying responsibilities: who should handle which financial tasks, when cooperation is needed, and how information should be communicated between FM and S&C. Through discussion and practical examples, we will identify ways to make this cooperation clear, efficient and effective.

Outcome

Understand the key principles of preparing a realistic and sustainable budget for an ELSA Law School and International Conferences of ELSA; identify the main financial responsibilities of the organising; understand how and when both areas should cooperate; and feel more confident in planning and managing the financial aspects of these projects.

FINANCIAL MANAGEMENT WORKSHOPS

Preparation

Review the finances section of the [ELSA Law Schools Handbook](#) and the finances section of the [International Conferences of ELSA Handbook](#). Participants are encouraged to bring a recent budget and reflect on how responsibilities between the organisers were divided.

17:00-18:00

The Importance of a Financial Strategy and Long-Term Planning**Description**

We will take a closer look at what a Financial Strategy is, why it is important, and how it can support the long-term sustainability and development of an ELSA, and what its impact is on Local and National Groups. We will go through the main elements to consider when creating a Financial Strategy, from assessing your current financial situation and setting goals to identifying priorities, managing risks, and planning ahead. You will be encouraged to reflect on your own National/Local Group, identify the main financial challenges and opportunities, and share experiences and best practices. The Workshop will also provide an opportunity to discuss how to turn a strategy into concrete actions and monitor its progress throughout the year.

Outcome

Have an overview of ELSA International's work with the Financial Strategy, and have an understanding of what is required when creating and working with a Financial Strategy at the international, National, and Local level.

Preparation

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

18:00-19:00

The One Where We Talk Marketing and Money (Joint with MKT)**Description**

This joint FM x MKT Workshop will explore how Finance and Marketing can combine their knowledge and experience to build stronger, more valuable partnerships for ELSA. Instead of approaching partnerships from separate perspectives, we will focus on how both Areas can collaborate throughout the process, from identifying the right partners and understanding their needs, to creating a clear offer, communicating effectively, and maintaining long-term relationships. Through practical examples and discussion, we will exchange experiences, explore how our skills complement each other, and identify ways to create greater value for partners through both financial and marketing perspectives. Our common goal is to work together more effectively and build partnerships that create lasting value for both ELSA and our partners.

FINANCIAL MANAGEMENT WORKSHOPS

Outcome

Understand how MKT and FM can support each other in developing partnerships; understand what we can offer partners and present it in a clear and compelling way; and feel more confident in building effective and mutually beneficial cooperation.

Preparation

Think of one existing or potential ELSA partner and consider what marketing opportunities could be offered to them.

FINANCIAL MANAGEMENT WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

From Loss to Opportunity: What Can EDF BEE For You? (Joint with BEE)

Description

Facing financial losses in your project isn't the end of the road, the EDF is here to help. In this Workshop, we'll walk you through the latest changes, explore the various types of support available, and guide you step by step through the application process. The goal is to complete a full application together, with hands-on exercises and the analysis of both strong and weak examples to understand best practices and common mistakes.

Outcome

Understand how the EDF works and learn how to apply for EDF.

Preparation

Read the [ELSA Development Foundation Guidelines](#).

16:00-16:30

LOOKING AHEAD: OUR YEAR, OUR GOALS

Description

This final session will be a short recap of ITM and reflection on the term ahead. We will share what we are excited about, what we expect from the year, and what we would like to achieve together as an FM Team. We will openly discuss what we hope will go well, potential challenges, and areas we would like to improve or focus on. Through a short interactive exchange, everyone will have the opportunity to share their expectations, ideas and concerns and discuss how we can support each other throughout the term. The session will close with identifying our common priorities and what we want to take forward as FMers.

Outcome

Share expectations and goals for the term; identify common priorities and areas of focus; openly discuss potential challenges; and strengthen communication, teamwork and support within the FM Team.

Preparation

Come prepared to share what you hope to gain from this term, what you would like to contribute, and what you would like to be improved.

MARKETING WORKSHOPS

MARKETING 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, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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 Marketing of the International Board of ELSA at marketing@elsa.org.

Join the MKT mailing list (elsa-mkt@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.

I am very excited to welcome you to the MKT Workshops!



Natalie Kehlet

Vice President in charge of Marketing
International Board of ELSA 2026/2027

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		The One Where the Marketers Meet	The One Where We Make a Plan
15:00-15:30		The One Where We Don't Stretch The Logo	
15:30-16:00			
16:00-16:30	Opening	Good Luck, My Friends	
16:30-17:00		Coffee Break	Closing
17:00-17:30	Training	The One Where We Stop the Scroll	Free
17:30-18:00			
18:00-18:30		The One Where We Talk Marketing and Money (Joint with FM)	
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

MARKETING WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

The One Where the Marketers Meet

Description

A new term means new ideas, new challenges and most importantly, a new Marketing Network! In our first Workshop of the year, we will take the opportunity to get to know the people behind Marketing across the Network, exchange expectations for the term ahead and explore how we can support and learn from each other throughout the year. We will also look at what lies ahead in the Marketing Area, the resources and opportunities available to you, and how we can make the most of our international Network from the very beginning.

Outcome

By the end of the Workshop, participants will have gotten to know fellow Marketing Officers from across the Network and gained a better understanding of the International Marketing Network, including the support and resources available to them throughout the term. They will also have had the opportunity to reflect on and share their own goals, expectations, challenges and training needs for the year ahead.

Preparation

None.

15:15-16:30

The One Where We Don't Stretch The Logo

Description

What makes something look like ELSA before you even read the name? In this Workshop, we will dive into ELSA's Corporate Identity and explore how consistent branding helps us appear as one strong international Network. From logos and clear space to colours, fonts and some of the most common CI mistakes, we will turn the Brand Book into something practical and easy to use. We will also formally introduce 'The Marketing Academy, the ELSA Marketers' own platform for developing their knowledge and skills throughout the term.

Outcome

By the end of the Workshop, participants will have gained a practical understanding of ELSA's Corporate Identity and the key principles of the ELSA Brand Book. They will be able to recognise and avoid common CI breaches, correctly apply rules relating to the ELSA logo, clear space, colours and typography, and assess whether marketing materials are compliant with ELSA's visual identity.

MARKETING WORKSHOPS

Preparation

Familiarise yourself with the [ELSA Brand Book](#) and the [Corporate Identity Handbook](#) before the Workshop and reflect on any Corporate Identity questions or challenges you have encountered in your own Group.

17:00-18:00

The One Where We Stop the Scroll

Description

We all want our content to look good, but good marketing needs to do more than look pretty. It should make people stop scrolling, understand our message and, ideally, take action in the way we want them to. This Workshop explores how to turn ELSA's projects, opportunities and activities into content people actually want to engage with. Through storytelling, strong hooks, visual hierarchy and different content formats, we will look at how to create communication that is both recognisably ELSA and genuinely engaging.

Outcome

By the end of the Workshop, participants will have gained a better understanding of what makes marketing content engaging and effective beyond simply looking good. They will be able to consider their audience and communication goals when creating content, make more intentional choices regarding formats, visual hierarchy, storytelling and calls to action, and turn ELSA opportunities and activities into content that captures attention and encourages engagement.

Preparation

Reflect on the content your ELSA Group currently creates and consider what you believe works well and what could be improved. You may also bring an example of an ELSA post or piece of content you particularly like or find effective.

18:00-19:00

The One Where We Talk Marketing and Money (Joint with FM)

Description

This joint FM x MKT Workshop will explore how Finance and Marketing can combine their knowledge and experience to build stronger, more valuable partnerships for ELSA. Instead of approaching partnerships from separate perspectives, we will focus on how both Areas can collaborate throughout the process, from identifying the right partners and understanding their needs, to creating a clear offer, communicating effectively, and maintaining long-term relationships. Through practical examples and discussion, we will exchange experiences, explore how our skills complement each other, and identify ways to create greater value for partners through both financial and marketing perspectives. Our common goal is to work together more effectively and build partnerships that create lasting value for both ELSA and our partners.

MARKETING WORKSHOPS

Outcome

Understand how MKT and FM can support each other in developing partnerships; understand what we can offer partners and present it in a clear and compelling way; and feel more confident in building effective and mutually beneficial cooperation.

Preparation

Think of one existing or potential ELSA partner and consider what marketing opportunities could be offered to them.

MARKETING WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

The One Where We Make a Plan

Description

Good marketing starts long before opening Canva. Behind every successful campaign should be a clear understanding of what we want to achieve, who we want to reach and what we want them to do. In this Workshop, we will take a step back from individual posts and look at the bigger picture. Together, we will explore how to turn the goals of an ELSA Group into a clear and realistic marketing strategy by identifying objectives, audiences, key messages, channels, content and calls to action.

Outcome

By the end of the Workshop, participants will understand the key elements of a marketing strategy and how they work together to support the goals of their ELSA Group. They will be able to identify communication objectives and target audiences, develop appropriate key messages, select relevant channels and plan content with a clear purpose. Participants will also have applied these principles through practical exercises and gained a framework they can use when planning future campaigns and activities.

Preparation

Think about one goal, project or priority your ELSA Group would like to achieve during the upcoming term and consider how Marketing could contribute to achieving it.

16:00-16:30

Good Luck, My Friends

Description

After a weekend of learning, sharing and getting to know our fellow Marketers, it is time to bring our first International Training Meeting to a close. In this final Workshop, we will look back at what we have learned, exchange our key takeaways and reflect on how we can put them into practice throughout the term. Most importantly, we will take some time to look ahead, share what we want to achieve and remind ourselves that none of us have to figure out Marketing alone. The ITM might be coming to an end, but our term together is only getting started. So, good luck, my friends!

Outcome

By the end of the Workshop, participants will have reflected on their key takeaways from the International Training Meeting and identified how they can apply what they have learned within their own Marketing Areas. They will have had the opportunity to share their goals and next

MARKETING WORKSHOPS

steps for the term ahead, exchange final thoughts with fellow Marketers and strengthen the connections built throughout the meeting.

Preparation

None.

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, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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 [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!



Enara Könözsyová

Vice President in charge of Academic Activities
International Board of ELSA 2026/2027

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		We AARe Never Ever Getting BaCk Together (Joint with C)	How HArd Can It Be?	
15:00-15:30		Can I SteAAI You For a Workshop?		
15:30-16:00			I See GreAAAt Potential	
16:00-16:30	Opening	Coffee Break	Closing	
16:30-17:00				
17:00-17:30	Training	A Masterplan Is As Good As Its MAAsTer	Free	
17:30-18:00		BEE The ChAAnge (Joint with BEE)		
18:00-18:30				
18:30-19:00		Reporting time		
19:00-19:30				
19:30-20:00				
20:00-20:30	Free	Free		

ACADEMIC ACTIVITIES WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

We AAre Never Ever Getting BaCk Together (Joint with C)

Description

C and AA have a shared history, but today we are two separate Areas with our own portfolios and responsibilities. This session is a chance for Cers/MCCers and AAers to get to know each other, learn where C and AA came from and why they eventually split, and get a better understanding of how the two Areas work today.

Outcome

Get to know the C and AA Teams and understand the history and structure of the two Areas.

Preparation

Prepare to briefly introduce yourself, your role and what you will be working on this term.

15:15-16:30

Can I SteAAI You For a Workshop?

Description

Welcome to the world of Academic Activities! In this Workshop, we'll take you through everything AA has to offer, from our international projects to the resources and support systems available throughout your term. Together, we'll explore what each project is about, how you can get involved, and where to find the guidance, materials and support to help you succeed as an AA Officer. Along the way, we'll get to know each other a little better and, who knows, you might just find the AA project that steals your heart.

Outcome

Gain an overview of the Academic Activities Area, its projects, opportunities and support systems, while discovering the resources available to help you make the most of your term as an AA Officer.

Preparation

Take a quick look at the [AA Handbook](#) before the Workshop and come ready to discover the opportunities waiting for you in Academic Activities.

ACADEMIC ACTIVITIES WORKSHOPS

17:00-18:00

A Masterplan Is As Good As Its MAster**Description**

Every successful project starts with a good plan, but every good plan starts with the person behind it. In this Workshop, we will explore how to turn ideas into realistic goals by creating a project Masterplan. Working in groups, you will be assigned one Academic Activities project and, together, develop its Masterplan using a practical template. As you work through the exercise, we will discuss how to set achievable objectives, identify priorities and build a strong foundation for a successful project. The Masterplans created during this Workshop will continue to evolve throughout the ITM and will be presented during our final Workshop, giving everyone the opportunity to exchange ideas, receive feedback and learn from one another.

Outcome

Gain a practical understanding of project planning by creating a realistic Masterplan, setting achievable goals and identifying the key priorities needed to successfully implement an Academic Activities project.

Preparation

None.

18:00-19:00

BEE The ChAAnge (Joint with BEE)**Description**

There is no single way to approach Advocacy in ELSA, and that is exactly what this Workshop is about. Together, we will discuss the principles behind the Advocacy Guidelines, exchange experiences from across the Network and reflect on how Advocacy can be integrated into the projects and initiatives we already organise. Through discussion and the sharing of ideas, we will discover how each of us can BEE the ChAAnge within our own National and Local Groups.

Outcome

Understand how Advocacy works within ELSA, become familiar with the Advocacy Guidelines and feel more comfortable approaching it in your National Group.

Preparation

Read the [Advocacy Guidelines](#) and think about how Advocacy is currently approached in your National and Local Groups, as well as any topics you would be interested in addressing.

ACADEMIC ACTIVITIES WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

How HArd Can It Be?

Description

How hard can it be? As it turns out, facilitation is about much more than standing in front of a room and sharing information. In this Workshop, we'll explore the basics of facilitation and non-formal education, discover practical techniques to make learning more engaging and experience them ourselves through interactive activities. Whether you're facilitating a ROLE session, workshop or leading a Board training, you'll leave with the confidence and tools to turn passive presentations into active learning experiences.

Outcome

Develop the skills and confidence to facilitate engaging workshops, trainings and educational activities throughout your term.

Preparation

Come ready to actively participate and step into the role of a facilitator. Think about the best workshop or training you have ever attended. What made it memorable?

16:00-16:30

I See GreAAt Potential

Description

Throughout the ITM, we have explored the opportunities Academic Activities has to offer, developed project Masterplans and discovered new ideas together. In this final Workshop, each group will present the Masterplan they have been working on, exchange ideas and receive constructive feedback from fellow participants. We will then take a step back and turn our focus to the year ahead, reflecting on what we have learned, identifying our personal and monthly priorities, and considering how to balance our ambitions as AA Officers with our studies, work and personal commitments. After all, the greatest potential is not only in the projects we organise, but in the people who bring them to life.

Outcome

Present your project Masterplan, reflect on your priorities for the year ahead and leave the ITM with a clearer vision of your goals as an Academic Activities Officer.

Preparation

Complete your group's Masterplan and come ready to reflect on your own plans and priorities for the year ahead.

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;
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- Read relevant parts of the [International Council Meeting Decision Book, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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 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!



Caisa Billger

Vice President in charge of Competitions
International Board of ELSA 2026/2027

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				
14:00-14:30				
14:30-15:00		We AAre Never Ever Getting BaCk Together (Joint with AA)	The IMportant Bit Behind the S&Cenes (Joint with IM & S&C)	
15:00-15:30		There Is Much To C		
15:30-16:00		Opening	C the Year Ahead	
16:00-16:30	Coffee Break			
16:30-17:00	Closing			
17:00-17:30	Training	C the Value	Free	
17:30-18:00		The Mastermind (Joint with PD)		
18:00-18:30				
18:30-19:00		Reporting time		
19:00-19:30				
19:30-20:00				
20:00-20:30	Free	Free		

COMPETITIONS WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

We AAre Never Ever Getting BaCk Together (Joint with AA)

Description

C and AA have a shared history, but today we are two separate Areas with our own portfolios and responsibilities. This session is a chance for Cers/MCCers and AAers to get to know each other, learn where C and AA came from and why they eventually split, and get a better understanding of how the two Areas work today.

Outcome

Get to know the C and AA Teams and understand the history and structure of the two Areas.

Preparation

Prepare to briefly introduce yourself, your role and what you will be working on this term.

15:15-16:30

There Is Much To C

Description

In this Workshop, we'll explore the range of Academic and Moot Court Competitions that Groups can organise, exchange inspiration from across the Network, and look at opportunities for joint projects. We'll also introduce the Competitions Specification Form and how it can help you develop your Competition ideas.

Outcome

Participants have a clear overview of the range of Competitions they can organise, are inspired by what other Groups are planning, understand the possibilities of organising jointly with other Groups, and know how and why to use the Competitions Specification Form.

Preparation

Take a look at the [Academic Competitions](#) and [Moot Court Competitions](#) Handbooks. Be prepared to share the competitions your Group has organised before, and one you have always wanted to try.

COMPETITIONS WORKSHOPS

*17:00-18:00***C the Value****Description**

Now you know what you want to organise. However, you need the people and the resources to make it happen. Every competition, whatever its size, needs partners: a law firm, a university, a court, or an institution. This session is about finding them and getting them to say yes. We will look at what makes ELSA Competitions genuinely worth a partner's time, how to make the first approach, and what to do with a partner once they are on board.

Outcome

Participants understand why external relations matter for Competitions specifically, feel more confident approaching potential partners, can explain what their competition offers in return, and leave with concrete first steps for their own partnership search.

Preparation

Read through the [Fundraising Handbook for Competitions](#). Think of one competition you are planning this term and the types of partners who might want to be part of it.

*18:00-19:00***The Mastermind (Joint with PD)****Description**

Having a good idea is only the beginning. This session is about what comes next: turning an idea into a plan, dividing the work, keeping track of what needs to be done, and making sure things actually happen. We will talk about setting realistic timelines, delegating, and keeping things moving when exams, deadlines and other commitments get in the way. The focus is on the practical side of taking responsibility for something from start to finish.

Outcome

Participants understand how to plan and manage a project from start to finish, can break one down into concrete steps, responsibilities and deadlines, know how to delegate and follow up, and are prepared for the obstacles that most often derail a project.

Preparation

Bring your biggest organisational challenge and your best project-management survival strategy.

COMPETITIONS WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

The IMportant Bit Behind the S&Cenes (Joint with IM & S&C)

Description

Every ELSA event brings people together, and with that comes a responsibility for the Organisers. But organising projects goes beyond planning and coordinating schedules, it also means making sure everyone feels safe, respected, and included. Together with Competitions and Seminars & Conferences, we will explore the purpose and scope of the Code of Conduct of ELSA and how it applies in practice for projects organised and coordinated by ELSA International. We will learn how to recognise and approach different situations that may arise, and how we can all contribute to a positive and respectful ELSA event.

Outcome

Participants will have a clearer understanding of the Code of Conduct and how it applies to their work. They will become familiar with their responsibilities towards Welfare when organising international projects.

Preparation

Please read the [Code of Conduct of ELSA](#). Think about an event you are planning this term and how a participant would raise a concern during it.

16:00-16:30

C the Year Ahead

Description

Time to draw it all up. In this final Workshop, we take everything from the past two days and turn it into something you can actually use: your Competitions masterplan for the term. Key dates, deadlines, milestones, and the order in which things need to happen. You will leave the ITM with a plan on paper and, hopefully, with the feeling that this year is entirely doable.

Outcome

Participants start drafting their Competitions masterplan, outline a timeline for their term, identify the key milestones and deadlines ahead, and leave with a sense of clarity and organisation.

Preparation

Bring your calendar and your notes from the weekend. If you already know your fixed dates for the term, exam periods, National Council Meetings, University deadlines, bring those too.

PROFESSIONAL DEVELOPMENT WORKSHOPS

PROFESSIONAL DEVELOPMENT WORKSHOPS**Preparation and Reminders**

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- Read relevant parts of the [International Council Meeting Decision Book, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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 the International Board of ELSA at professionaldevelopment@elsa.org.

Join the PD mailing list (elsa-pd@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 PD Workshops!



Ece Koç

Vice President in charge of Professional Development
International Board of ELSA 2026/2027

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			
14:00-14:30			
14:30-15:00		PD: Behind the Scenes	I Can Do It With A Broken Heart
15:00-15:30	Are You Ready For It?		
15:30-16:00			
16:00-16:30	Opening		How You Get the Student
16:30-17:00		Coffee Break	Closing
17:00-17:30	Training	Best Believe I'm Bejeweled.	Free
17:30-18:00			
18:00-18:30		The Mastermind (Joint with C)	
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

PROFESSIONAL DEVELOPMENT WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

PD: Behind the Scenes

Description

Starting a new term is the perfect opportunity to get to know the people behind the Professional Development area and discover what the year ahead has in store. In this Workshop, we will introduce ourselves, share our experiences and expectations, and get to know the Officers working with us throughout the term. We will also take a first look at the Professional Development Area, its main activities and priorities, and the opportunities it offers to ELSA members.

Outcome

The Participants learn about ELSA, the Professional Development Area and its Officers present at the ITM, and the tools available to PD Officers.

Preparation

None.

15:15-16:30

Are You Ready For It?

Description

A new era of ELSA Traineeships is here! With the introduction of the new ELSA Traineeships Portal, one of the most important tools of our Area is changing, and it is important that every PD Officer feels confident using it. In this Workshop, we will explore the new Portal together, understand the different stages of the ELSA Traineeships process and discover how the new system can make our work more efficient. We will also look at the practical aspects of managing Traineeships through the Portal and address the questions and challenges Officers may encounter.

Outcome

A practical understanding of the new ELSA Traineeships Portal and how it should be used throughout the Traineeships cycle.

Preparation

Familiarise yourself with the new ELSA Traineeships Portal by submitting a Traineeship Specification Form (TSF) and Traineeship Application Form (TAF).

PROFESSIONAL DEVELOPMENT WORKSHOPS

17:00-18:00

Best Believe I'm Bejeweled**Description**

Professional Development is more than just ELSA Traineeships. Our events have the potential to give members practical skills, meaningful encounters with professionals and experiences that prepare them for their future careers. In this Workshop, we will explore the events of the PD Area, such as Career Launch, Legal Tandem, and PD Workshops.

Outcome

The Participants will gain an overview of the PD event portfolio and reflect on how the different formats can be adapted to their Group, members, and available opportunities.

Preparation

Think about the Professional Development events previously organised by your Group or other Groups in the Network. Come prepared to share one event you found interesting and what made it valuable for its participants.

18:00-19:00

The Mastermind (Joint With C)**Description**

Having a good idea is only the beginning. This session is about what comes next: turning an idea into a plan, dividing the work, keeping track of what needs to be done, and making sure things actually happen. We will talk about setting realistic timelines, delegating, and keeping things moving when exams, deadlines and other commitments get in the way. The focus is on the practical side of taking responsibility for something from start to finish.

Outcome

Participants understand how to plan and manage a project from start to finish, can break one down into concrete steps, responsibilities and deadlines, know how to delegate and follow up, and are prepared for the obstacles that most often derail a project.

Preparation

Bring your biggest organisational challenge and your best project-management survival strategy.

PROFESSIONAL DEVELOPMENT WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

I Can Do It With A Broken Heart

Description

Finding the right Traineeship Providers is one of the most challenging parts of the ELSA Traineeships cycle. From identifying potential partners to making the first contact, presenting the value of ELSA and following up effectively, Job Hunting requires both strategy and persistence. In this Workshop, we will focus on how to approach Job Hunting strategically. Together, we will explore effective methods of identifying and contacting potential Traineeship Providers and discuss common challenges.

Outcome

A practical understanding of the Job Hunting process, together with tips and tricks for successfully approaching and securing Traineeship Providers.

Preparation

Think of potential Traineeship Providers in your country or region that you would like to approach during the upcoming cycle.

16:00-16:30

How You Get the Student

Description

A great Traineeship portfolio is only successful if students know about it, understand its opportunities and are motivated to apply. Student Hunting therefore goes beyond simply promoting an application deadline. In this Workshop, we will focus on how to reach the right target audience and turn interest into applications. We will also look at the verification process and discuss how to ensure that applications are handled efficiently and correctly.

Outcome

A clear understanding of the Student Hunting process, including promotion, reaching potential applicants and the verification process.

Preparation

Review the ELSA Traineeships opportunities and come prepared to share ideas on how they could be effectively promoted to students and young lawyers.

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, 78th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2026/2027, which is to be sent out soon;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the VI 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 [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!



Adamantia Lora

Vice President in charge of Seminars and Conferences
International Board of ELSA 2026/2027

SEMINARS AND CONFERENCES 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		Setting the S&Cene	The IMportant Bit Behind the S&Cenes (Joint with IM & C)
15:00-15:30		Two Sides, One Budget (Joint with FM)	
15:30-16:00		Opening	
16:00-16:30	Coffee Break		Closing
16:30-17:00			
17:00-17:30	Training	Choose Your Own Adventure	Free
17:30-18:00			
18:00-18:30		So You Want to Build an ELSA Law School?	
18:30-19:00			
19:00-19:30		Reporting time	
19:30-20:00			
20:00-20:30	Free	Free	

SEMINARS AND CONFERENCES WORKSHOPS

Saturday, 12th September 2026

14:30-15:15

Setting the S&Cene

Description

The first Workshop of the VI International Training Meeting will focus on getting to know each other and setting the basis for the days ahead. Through a few simple activities and discussions, we will introduce ourselves, share our expectations, and get familiar with the group and the ITM, while adding a little ELSA Spirit along the way.

Outcome

The participants will be more familiar with the structure of the International Training Meeting and with each other.

Preparation

None.

15:15-16:30

Two Sides, One Budget (Joint with FM)

Description

This Workshop will focus on the practical aspects of preparing and managing budgets for ELSA Law Schools and International Conferences of ELSA, while exploring the cooperation between FM and S&C. We will look at the key elements of budget-making, including planning income and expenses, setting realistic fees, managing risks and ensuring financial sustainability. A particular focus will be placed on clarifying responsibilities: who should handle which financial tasks, when cooperation is needed, and how information should be communicated between FM and S&C. Through discussion and practical examples, we will identify ways to make this cooperation clear, efficient and effective.

Outcome

Understand the key principles of preparing a realistic and sustainable budget for an ELSA Law School and International Conferences of ELSA; identify the main financial responsibilities of the organising; understand how and when both areas should cooperate; and feel more confident in planning and managing the financial aspects of these projects.

Preparation

Review the finances section of the [ELSA Law Schools Handbook](#) and the finances section of the [International Conferences of ELSA Handbook](#). Participants are encouraged to bring a recent budget and reflect on how responsibilities between the organisers were divided.

SEMINARS AND CONFERENCES WORKSHOPS

17:00-18:00

Choose Your Own Adventure

Description

S&C comes with a wide range of projects, possibilities, and ways to get involved, but with so many options, it can sometimes be difficult to see the bigger picture. In this Workshop, we will take a closer look at the S&C Area, exploring its scope, key projects, and the different opportunities it offers. From visits to webinars, we will look at how S&C projects can be shaped, organised, and connected to the wider mission of ELSA. By exploring the full S&C spectrum, we will connect the different possibilities and gain a clearer understanding of how they all fit together.

Outcome

Participants will leave with a clearer sense of where they can take their S&C work throughout the year, along with the confidence to explore new ideas and turn opportunities into engaging projects.

Preparation

No preparation is required. If you have any questions, ideas or S&C experiences you would like to share, feel free to bring them along!

18:00-19:00

So You Want to Build an ELSA Law School?

Description

Organising an ELSA Law School is much more than putting together individual elements; it is about understanding how everything comes together to create a successful experience. In this Workshop, we will go through the process from scratch, exploring key aspects such as the Mentorship Programme, the Coaching System, the organisational timeline, and the different approaches followed by National Groups. We will take a step back from the details and look at the bigger picture, following the journey of an ELSA Law School from the initial idea to its organisation and beyond.

Outcome

Feel more confident in organising an ELSA Law School from start to finish; understand the key steps and timelines; know how to make use of the support provided by ELSA International through the Mentorship Programme and Coaching System; and learn from the experiences of other National Groups.

Preparation

Participants are encouraged to think about their experience with organising ELSA Law Schools and bring any examples, practices or difficulties from their National Group that they consider useful to share and can always go through the [ELSA Law Schools Handbook](#).

SEMINARS AND CONFERENCES WORKSHOPS

Sunday, 13th September 2026

14:30-16:00

The IMportant Bit Behind the S&Cenes (Joint with IM & C)

Description

Every ELSA event brings people together, and with that comes a responsibility for the Organisers. But organising projects goes beyond planning and coordinating schedules, it also means making sure everyone feels safe, respected, and included. Together with Competitions and Seminars & Conferences, we will explore the purpose and scope of the Code of Conduct of ELSA and how it applies in practice for projects organised and coordinated by ELSA International. We will learn how to recognise and approach different situations that may arise, and how we can all contribute to a positive and respectful ELSA event.

Outcome

Participants will have a clearer understanding of the Code of Conduct and how it applies to their work. They will become familiar with their responsibilities towards Welfare when organising international projects.

Preparation

Please read the [Code of Conduct of ELSA](#). Think about an event you are planning this term and how a participant would raise a concern during it.

16:00-16:30

Secrets of SuCcess: Tools for a True S&Cer

Description

With two days of ITM behind us, it is time to focus on what comes next. This Workshop will explore how communication platforms, handbooks and other resources can support S&Cers in managing their knowledge and workload throughout the term. We will also look at practical ways to delegate, manage our time and keep information organised, so that we can work more efficiently and make the most of the resources available to us.

Outcome

Participants will leave with practical ideas on how to work more efficiently, make better use of the resources available to them and turn their goals for the term into realistic plans. The workshop will also provide a space to exchange ideas and discover useful practices from fellow S&Cers.

Preparation

Before the Workshop, visit the [Officers' Portal](#), head to the "S&C" section and have a look at the available tools and resources. Think about which ones could be useful for your work, whether

SEMINARS AND CONFERENCES WORKSHOPS

there is anything you would like to see added, and which tools or practices you already use within your National or Local Group that could be shared with the Network.
Don't forget to bring your goals and ideas for the term!

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