

The top right corner of the page features a partial view of the United Nations flag, showing the white UN emblem on a blue field. A large, white, semi-circular graphic element overlaps the flag and the white background.

# GUIDELINES FOR ELSA DELEGATIONS TO WIPO

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SEMINARS & CONFERENCES  
2023/2024



ELSA  
Delegations

**elsa**

The European Law Students' Association

These Guidelines are based on the previous editions of ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to WIPO is a result of a joint collaborative work of:

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And **all the former ELSA Delegates** for providing their invaluable and much-appreciated outputs.

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## Introduction

These guidelines aim to provide appointed ELSA Delegates with all the information necessary to prepare for attending a respective WIPO session. Any relevant feedback or questions are encouraged, to improve this Guide for future ELSA Delegates.

## About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, not-for-profit organisation run by and for students. It comprises students and recent graduates interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student association and it is represented at nearly 432 law faculties in 43 countries across Europe with a membership of over 60,000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects organised to fulfil the vision of ELSA and to provide our members with opportunities to enhance their skills and interact with each other. Furthermore, ELSA provides law students with opportunities to develop their skills through our traineeship program and publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

### Vision

“A just world in which there is respect for human dignity and cultural diversity”

### Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation;

- assisting law students and young lawyers in being internationally minded and professionally skilled;
- encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our [website](#).

## **ELSA and International Organisations**

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC);
- United Nations Framework Convention on Climate Change (UNFCCC)(since 2022).

## **ELSA Delegations**

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The relationship between ELSA and ELSA Delegates is regulated by the [ELSA Delegations Terms and Conditions](#).

To participate in ELSA Delegations, ELSA Members of ELSA Alumni need to fulfil the following requirements:

- the application form shall be submitted before the deadline;

- the application form shall be written in English;
- all of the fields of the application form shall be filled.

Following the submission of an eligible application, ELSA Delegates are appointed by the International Board of ELSA based on a series of requirements [Selection Criteria](#). The Selection Criteria are:

- the quality of the Curriculum Vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge of the Applicant and their contribution to ELSA's activities; and
- the Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

## Responsibilities of ELSA Delegates

Having a status at WIPO is a great honour for ELSA and as such, it comes with great opportunities and responsibilities for ELSA Delegates. Therefore, while attending an ELSA Delegation, it is of utmost importance for all ELSA Delegated to comply with the responsibilities as set in the Terms and Conditions.

According to the Terms and Conditions, ELSA Delegates shall:

- Represent ELSA International diligently in a professional manner;
- respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- be aware that ELSA is a non-political and independent organisation and thus, not express any political or partisan views on behalf of ELSA, or any other opinions that could be assimilated into the position of ELSA, during an ELSA Delegation;
- be ready to answer questions about ELSA that may occur from other delegates or representatives during the session;
- be academically well-prepared and familiar with the main points of the respective session and related documents that may be sent to them by ELSA International or be available on the respective session's website;
- attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by ELSA International or the Head of Delegation;
- collaborate effectively with fellow ELSA Delegates and, especially, the Head of Delegation;
- report all activities carried out to ELSA International in the Evaluation Form;
- forward all the contacts made during the event to ELSA International;
- request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.



## The role of the Head of Delegation

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

As the person responsible for the coordination of the ELSA Delegation during the event, it is important for the Head of Delegation to:

- trust their fellow ELSA Delegates as they are carefully chosen by the International Board based on both their academic and ELSA background;
- ensure high quality of work and appearance during the event;
- familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation and keep in touch with the Coordinator from ELSA International;
- be the social link between ELSA Delegates since they do not know each other and, in most cases, they are alone in a foreign city;
- be ready to come up with solutions in case the logistics of an ELSA Delegation don't go as expected;
- think and plan activities outside the ELSA Delegation. ELSA Delegations can be a great opportunity for networking and meeting new places;
- ensure that the Evaluation Form and the HoD Report are submitted on time to ELSA International.

## The Head of Delegation Report

The Head of Delegation Report is prepared by the HoD after the delegation has finished. The report is a detailed summary of the events of the delegation. Using the template as a guide, the HoD is required to write about: the sessions; any academic preparation undertaken by the delegation; side events; and networking (if the delegation is attended remotely, there may not be anything to write in the networking section). Please refer to the template for more details, and contact your Coordinator if you are unsure about the content of the report.

The report must be 1-3 pages long. The HoD can use any of the notes taken by any of the ELSA delegates during the delegation, and it is often a good idea to do this so that everyone can contribute to the final report in some way. However, it must be the HoD who writes and submits the report.

The HoD has 15 days from the end of the delegation to complete the report. You can confirm the exact deadline with your Coordinator if necessary.

Please email a copy of the completed report to your Coordinator. Make sure to cc in the Director for Delegations (delegations@elsa.org)

Important: to receive the Letters of Participation, the HoD must complete both the report and the ELSA Evaluation Form.

## **Documents and Procedures**

**Letter of Confirmation** - After their appointment, confirmation, and registration, ELSA Delegates receive the Letters of Confirmation from ELSA International. These letters confirm their appointment as ELSA Delegates and may assist ELSA Delegates in their fundraising efforts. The Letter of Confirmation contains the ELSA Delegate's Name and National Group.

**Evaluation Form** - After the end of the respective ELSA Delegation, ELSA Delegates are obliged to fill in an online Evaluation Form. The Evaluation Form aims to collect the ELSA Delegates' feedback regarding the course of the meeting attended, topics discussed, and general experience of participating in the project. The collection of ELSA Delegates' feedback helps ELSA International to improve ELSA Delegations and to prepare future ELSA Delegates better.

**Letter of Participation** - After the Evaluation Form has been filled out by ELSA Delegates, they receive their Letters of Participation. These constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that ELSA Delegates fulfilled their duties related to the participation in the ELSA Delegation and completed the Evaluation Form. The Letter of Participation is individual and contains only the name of the ELSA Delegate.

**Making a Statement** - The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place by sending the statement with a summary of its scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegates is seen as the official point of view of the 43 National Groups of ELSA. Therefore, such a statement should stand in line with ELSA's non-political status.

**Fundraising** - Since participation in an ELSA Delegation can be pricey, ELSA Delegates may consider searching for some funds from:

- foundations. To do this, we highly encourage you to consult your Local/National ELSA officers);
- Government – Public Administration;
- NGOs;
- Law firms;
- Universities;
- the ELSA Network, and more specifically, your National/Local Group.

Some of the **key selling points** of an ELSA Delegation are:

- Provision of information and legislative updates:
  - Personal Report/Summary;
  - Article;
- Distribution of university materials;
- Appearance in materials issued by your Group;
- Promotion, e.g. during events organised by your Group;
- Contacts – Speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow the External Relations Procedure set in the International Council Meeting Decision Book and the regulations of your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

## **General Rules of Conduct**

### **Attendance**

It is extremely important for ELSA Delegates to attend all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other Delegates and it is harmful for the reputation of ELSA. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

### **Business Cards**

When attending ELSA Delegations, ELSA Delegates have a chance to meet the representatives of Member States or another NGOs. Thus, it is recommended that ELSA Delegates bring business cards with them, as there is a custom of exchanging business cards between the participants of the meeting.

Each ELSA Delegate is responsible for printing their business cards. A template for the ELSA Business Card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member. The applications such as Canva, or Adobe Acrobat can be used to customise the Business Card.

## Dress Code<sup>1</sup>

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits** - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops** - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms** - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.
- **Shoes** - Females may wear high heels, but they may prove uncomfortable after some time or they can wear oxford-style shoes. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair** - The hair should be kept professional at all times; hairstyle should not detract from the overall appearance.

## The World Intellectual Property Organization (WIPO)

The World Intellectual Property Organization (WIPO) is a specialised agency of the United Nations. It is dedicated to developing a balanced and accessible international intellectual property (IP) system, which rewards creativity, stimulates innovation and contributes to economic development while safeguarding the public interest. WIPO was established by the WIPO Convention in 1967 with a mandate from its Member States to promote the protection of IP throughout the world through cooperation among states and in collaboration with other international organisations. ELSA obtained Observer Status with the WIPO in October 2005.

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<sup>1</sup> For further information, you can visit:  
[https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I\\_cU41PPnFSr8Zi3iM5em](https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I_cU41PPnFSr8Zi3iM5em).

## Location

The World Intellectual Property Organization is located in Geneva (34, Chemin des Colombettes, CH-1211 Geneva 20, Switzerland). You can find more information about the WIPO Campus [here](#).

## WIPO Decision-Making Bodies<sup>2</sup>

WIPO's Member States determine the strategic direction and activities of the Organization. They meet in the Assemblies, Committees and Working Groups (WIPO decision-making bodies). Decision-making bodies can be divided as follows:

- Governing Bodies;
- Standing Committees;
- Permanent Committees;
- Working Groups;
- Diplomatic Conferences.

## Governing Bodies

The Governing Bodies are WIPO's highest decision-making bodies. They traditionally meet in September/October each year in either ordinary or extraordinary sessions. Such meetings are:

- The WIPO General Assembly and the Assemblies of the member states of each Union (e.g. the PCT Union Assembly);
- the WIPO Coordination Committee;
- the WIPO Conference.

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<sup>2</sup> WIPO Decision Making and Negotiating Bodies, available at <http://www.wipo.int/policy/en/index.html#bodies>, (last accessed 29/06/2024).

## Standing Committees

WIPO Standing Committees are ad hoc committees of experts. Standing committees are established by a decision of the WIPO General Assembly for a given purpose.

### **Standing Committee on the Law of Patents (SCP)**

The Standing Committee on the Law of Patents (SCP) was created in 1998 to serve as a forum to discuss issues, facilitate coordination and provide guidance concerning the progressive international development of patent law. By dealing with clusters of interlocking issues rather than working in isolation on single issues, it is intended to provide member states with an effective mechanism for setting priorities and allocating resources, and ensure the coordination and continuity of interrelated, on-going work. Since the sixteenth session in 2011, the SCP has been discussing the following five substantive topics:

- Exceptions and limitations to patent rights;
- Technology transfer;
- Quality of patents, including opposition systems;
- Confidentiality of communications between patent advisors and their clients;
- Patents and health.

Standing Committees are often the most substantive delegations and cover a range of issues within the same delegation.

### **Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT)**

The Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT) was created in 1998 to serve as a forum to discuss issues, facilitate coordination and provide guidance on the progressive development of international law on trademarks, industrial designs and geographical indications, including the harmonisation of national laws and procedures.

### **Standing Committee on Copyright and Related Rights (SCCR)**

The Standing Committee on Copyright and Related Rights (SCCR) was set up in the 1998-1999 biennium to examine matters of substantive law or harmonisation in the field of copyright and related rights. The Committee is composed of all member states of WIPO and/or of the Berne Union; and, as observers, certain member states of the United Nations (UN) which are non-members of WIPO and/or the Berne Union, as well as a number of intergovernmental and non-governmental organisations. The Standing Committee formulates recommendations for consideration by the WIPO General Assembly or a Diplomatic Conference. The Committee is currently engaged in discussing:

- Limitations and exceptions;
- Broadcasting organisations.
- Artist's Resale Rights.
- Copyright in the Digital Environment.
- Protection of Theatre Directors' Rights.

### **Committee on WIPO Standards (CWS)**

The Committee on WIPO Standards (CWS) is the collaborative international forum for discussing and reaching agreement on WIPO Standards, their revision and development, as well as on other matters relating to industrial property information and documentation. It was created by WIPO member states at the General Assembly held in 2009. WIPO Standards contain recommendations on various aspects of patents, trademarks and industrial designs and are directed to any interested party producing or using such information.

### **Permanent Committees**

Permanent Committees can be constituted by any of the Governing Bodies as required, for example the Committee on Development and Intellectual Property (CDIP).



## **Working Groups**

Working Groups can be established by a decision of a Standing Committee or other bodies in order to examine a particular question in more detail.

## **Diplomatic Conferences**

Diplomatic Conferences are high-level meetings of member states, convened with the sole purpose of finalising negotiations on a new treaty. If one of the Standing or Permanent Committees determines that sufficient progress has been made to move towards treaty adoption, the General Assembly can decide to convene a Diplomatic Conference.

Diplomatic Conferences are often much longer than the typical delegation, lasting 10-14 days, and usually require onsite attendance.

## **ELSA Delegations sent to WIPO**

ELSA sends delegations to the following WIPO bodies:

- Standing Committee on the Law of Patents (SCP);
- Standing Committee on the Copyright and Related Rights (SCCR);
- Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT);
- Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (GRATK);
- Committee on Development and Intellectual Property (CDIP);
- Patent Cooperation Treaty Working Group (PCT).
- Committee of Experts of the Nice Union (CLIM).
- IPC Committee of Experts (IPC).

## General Rules of Procedure for Observers in WIPO<sup>3</sup>

Observers at WIPO have to respect different Rules of Procedure for Observers when they are participating in the sessions. In the following chapter, the most important rules<sup>4</sup> will be clarified by printing the important extractions.

### Chapter II: Participation in Sessions

#### Rule 8: Observers

The Director General shall invite such States and intergovernmental organizations to be presented as observers as are entitled to observers' status under a treaty or agreement. In addition, each body shall decide, in a general way or for any particular session or meeting, which other states and organizations shall be invited to be represented as observers. Observers shall be accredited by the competent authority of their State or the competent representative of their organization, in a letter, note or telegram addressed to the Director General; if they represent a State, such communication shall preferably be effected by the Ministry of Foreign Affairs.

### Chapter V: Conduct of Business

#### Rule 24: Observers

- Observers may take part in debates at the invitation of the Chairman.
- They may not submit proposals, amendments or motions.

### Chapter VI: Voting

#### Rule 39: Observers

- Observers shall not have the right to vote.

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<sup>3</sup> For more information, please visit: [https://www.wipo.int/policy/en/rules\\_of\\_procedure.html](https://www.wipo.int/policy/en/rules_of_procedure.html).

<sup>4</sup> Extracts from the general rules of procedure of WIPO as adopted on 28 September 1970, and amended on 27 November 1973, 5 October 1976, 2 October 1979, 32 July 2022, and 15 July 2023 available at: [https://www.wipo.int/policy/en/rules\\_of\\_procedure.html](https://www.wipo.int/policy/en/rules_of_procedure.html) (last accessed 29/06/2024).

## Practical Information for Participation in an ELSA Delegation

### Logistical Arrangements and Estimated Costs

While preparing for an ELSA Delegation you will have to book the accommodation and find places for your meals as well as information on how to move around the city. The ELSA Delegations Team, with the help of former ELSA Delegates, has prepared [a document](#) where you can find **recommendations** as well as a **guide on estimated costs** to assist you in the arrangement of your travels and also, your financial planning.

The estimated costs take into account: Accommodation, Meals, and Public Transport within the relevant city. The given data are only examples of the wide spectrum of Accommodation, Meals, and Public Transportation options and are used to illustrate the costs linked to the living expenses in a specific city.

Please note that all prices are relevant for the end of the year 2024.

Please note that, for participants of Diplomatic Conferences and the Assemblies of the Member States of WIPO, it is recommended to book your accommodation as soon as you have your Letter of Confirmation. Also be prepared to stay a little further away from WIPO. Due to the high volume of attendees, rooms in hotels and hostels can be booked up very quickly by Member State delegations during these times.

### Participation Online

WIPO delegates have the possibility to choose the modalities of participation between two options:

- “on-site”: they will attend the delegation fully on-site, in Geneva,
- “remote”: they will follow the session remotely, via Zoom.

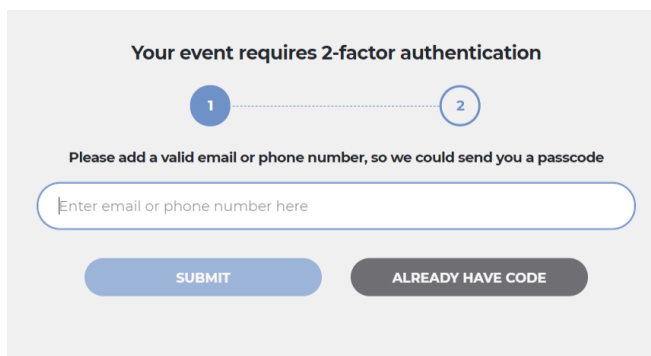
Appointed delegates who have chosen the online format will follow the session via the WIPO online platform. WIPO will send out individual automated emails to confirm your registration after the registration made by the Coordinator of WIPO. Connection details will be sent to each registered participant closer to the date of the session by WIPO.

### General information and preparation (prior to the meeting):

- **Internet connection** - Recommended bandwidth of 4mbps up/down or higher. An ethernet connection is preferred.
- **Recommended browser** - Google Chrome, Firefox or Edge (avoid using Internet Explorer or Safari).
- **Headset with microphone, and webcam (for participants with an active speaking role)** - The use of a headset avoids echoes. Plug in your headset before starting.
- **Optimal conditions** - Choose a quiet environment without background noise, with good lighting.
- **Device** - Use a desktop or laptop. (If necessary because of internet issues in certain locations, additional assistance may be requested to connect from a mobile device).
- **Connectivity self-test** - <https://interpret.world/test>.

### Joining the meeting on Interprefy (on the day of the meeting):

- Click on the Access link in the joining instructions email you received from WIPO.



Your event requires 2-factor authentication

1 ————— 2

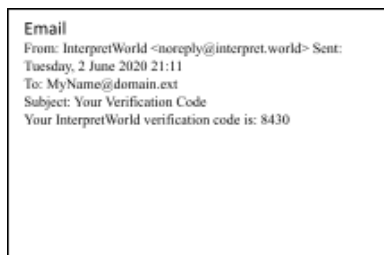
Please add a valid email or phone number, so we could send you a passcode

Enter email or phone number here

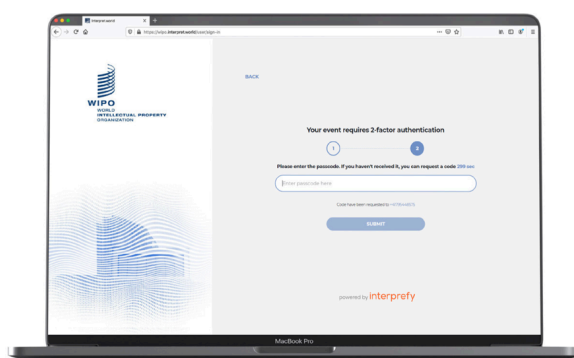
SUBMIT ALREADY HAVE CODE

- Enter your email address or your mobile phone number (format: +41791234567) to receive a verification code. You must use the same email address or mobile phone number that you have sent to the Coordinator of WIPO. Otherwise, the system will not recognize you.
- Click “SUBMIT”.

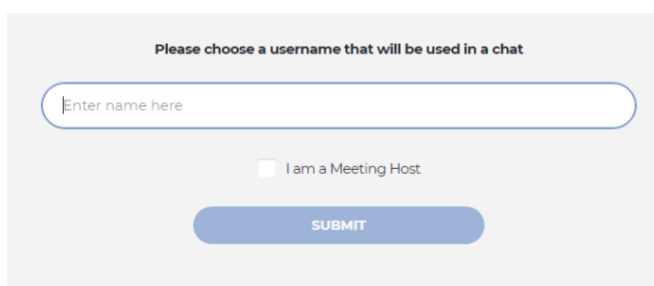
- Within a few seconds, you will receive the verification code either in your email box or by SMS text message.



- You have 5 minutes to enter the code.

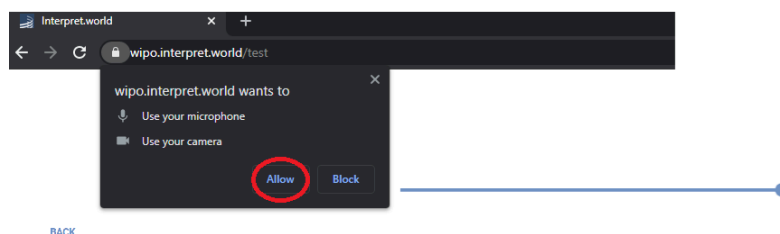


- Click "SUBMIT".
- The "username" (or display name) is how you will be identified in the meeting. For formal meetings, therefore, the following format must be used to enter your username (in English): DELEGATION NAME (MEMBER STATE or ORGANIZATION) Title First name LAST NAME. For example: WIPO Mr. John DOE.
- Enter your username as described above.

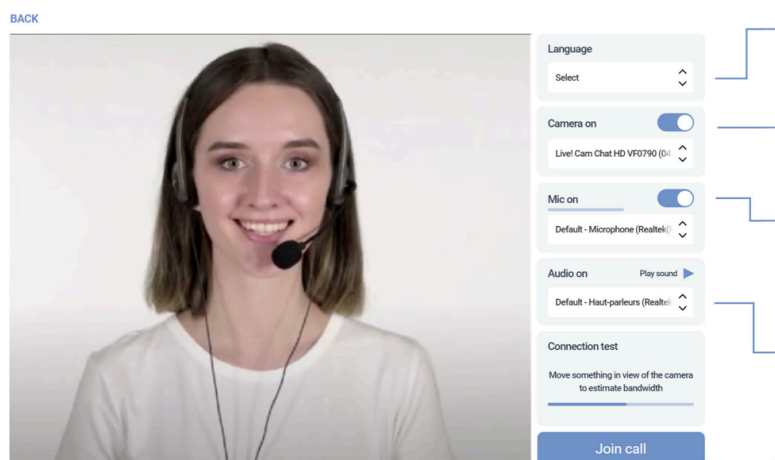


The image shows a form for selecting a username. The heading is "Please choose a username that will be used in a chat". Below the heading is a text input field with the placeholder text "Enter name here". Below the input field is a checkbox labeled "I am a Meeting Host". At the bottom of the form is a "SUBMIT" button.

- You will now access the Pre-Call Test page. Please first allow the use of your camera and microphone if prompted.



- Select your preferred WIPO Interpretation Language. Choose the option “NONE” to listen to the original language. When you click on “PLAY SOUND” you should hear a test sound in your headset. If not, please select another audio device in the options.
- When ready, click on “JOIN CALL”.



Once you have joined the call, you will see a shared screen displaying the WIPO logo and the starting time of the delegation. If there are any changes to the starting time of the next plenary, it will be displayed here. Once the delegation begins, you will have a view of the entire Conference Hall. Cameras will focus on each individual speaker as they deliver their statements.

## Other Notes for Remote Attendance

Please ensure you join WIPO sessions using a Zoom account connected to the same email address with which you applied to the delegation.

The majority of side events can be joined remotely, unless otherwise specified. Side events can be accessed using the same link as for the main plenaries. In the case that a separate link is required, it will be emailed to you by WIPO before the event.

## **Experiences and Tips of Former ELSA Delegates**

### **General Preparation**

Whilst attending an ELSA Delegation, you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in a few sentences: what is the Association's approach to intellectual property, what are the flagship projects organised by ELSA, and whether it has previously sent ELSA Delegates to the institution. In order to access this information, visit [elsa.org](https://elsa.org) or contact your Local or National Group.

Understand the whole context of your session, which sessions came before, and what the targets are for future sessions. Go to WIPO's webpage, and search for the session you will be attending (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, state delegates, officials, or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via the ELSA Delegations Evaluation Form. You will have to fill out this form after your ELSA Delegation and it could be used for the promotion of future ELSA Delegations.

### **Registration on the First Day**

The first day is very important for onsite delegates because you must collect your conference badges. As you will have pre-registered, there is no need to register again, but you must be present at the WIPO Headquarters 60 minutes before the beginning of the first plenary to collect the badges. These badges will give you access to all the WIPO buildings, canteens, and the Conference Hall. Once you have the badge, it remains with you for the whole of the delegation. This means you can access the Conference Hall without having to sign in at the Welcome Desk

each day. Make sure you wear your badge in a visible place at all times, e.g., on the lapel of a blazer or around your neck.

To acquire the badge, you will need one of the following:

- Registration number (stated in your registration confirmation email),
- A valid passport,
- A national identity card (if your country provides one).

On the first morning, make your way to the Welcome Desk in the Reception of the WIPO Headquarters. The location can be seen on the map, [here](#). The main Conference Hall is located in the same building.

Please note that there is a brief security check of your bags to ensure you are not carrying prohibited items into the WIPO Building. This is similar to an airport bag-screening process.

Registration lasts until lunchtime. If you are late and there is no one at the registry, be confident and explain the purpose of your visit. Having your registration email to hand may also be useful. Usually, the staff will treat you with understanding and you will be allowed to enter the WIPO premises.

Remember to bring your valid ID card or passport and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

## **Plenaries**

The timings of the plenaries are as follows:

- Morning: 10:00 - 13:00
- Lunch: 13:00 - 15:00
- Afternoon: 15:00 - 18:00

Remember to arrive at the meeting on time. Though the working day usually starts around 10 a.m. and ends by 6 p.m., the last day of the event can last longer and finish later. There is also a



chance that a plenary will begin slightly later, overrun, or finish early, depending on how discussions play out. However, this is uncommon. In the plenary room, every delegation has assigned seats. Do not take the seat of another delegation, even if it is empty. In some meeting rooms, there may be less seats available for ELSA than the total number of ELSA Delegates in the delegation. In such cases, you can sit at the seats reserved for NGOs at the back row of the plenary room, or sit in an overflow room if one is provided.

Earplugs will be provided. These allow you to listen to a real-time translation of the speeches.

There should be no problem leaving the plenary to get some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the WIPO website are available for free at the reception desk near the entrance to the Session hall.

Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of WIPO.

For the schedules of the session and side and parallel events, you will be informed by the WIPO Coordinator or by WIPO themselves during the plenaries. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings in the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the chance to ask questions in an informal environment.

### **Being Academically Well-Prepared**

Make sure to prepare for the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

It is recommended to divide the notetaking between ELSA Delegates before the beginning of the session. In order to be sure that a session will be entirely covered by notes, it is recommended to take notes in turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of the work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates. These notes can be used by the HoD to write the HoD Report.

### **Approaching Other Delegates**

When you plan on approaching other delegates, it is suggested to do it with no more than 2 people. While doing so, smile, make visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you do not have to be afraid of the people. ELSA has gained a good reputation throughout the years, so a lot of delegates are familiar with our organisation and you can expect a positive response from them.

### **Final Remarks**

We hope that this information will be useful for a productive ELSA Delegation. Should you have any questions, do not hesitate to contact the Coordinator for WIPO or the Director for ELSA Delegations, who can assist you and give you any additional information.

### **Useful Contacts**

- Vice President in charge of Seminars and Conferences of the International Board of ELSA - [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org)
- Director for ELSA Delegations: [delegations@elsa.org](mailto:delegations@elsa.org)
- Coordinator for WIPO: [dwipo@elsa.org](mailto:dwipo@elsa.org)