



# GUIDELINES FOR **ELSA DELEGATIONS** to CoE

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SEMINARS & CONFERENCES  
2024/2025



ELSA  
Delegations

**elsa**

The European Law Students' Association

These Guidelines are based on the previous editions of the ELSA International Delegation's Handbook. The current edition of the Guidelines for ELSA Delegations to the Council of Europe (CoE) 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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## 1. Introduction

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

### 1.1. 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 41 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](#).

## **1.2. 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, it has allowed 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 (CoE) (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).

## **1.3. 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.

The [Selection Criteria](#) do not require a particular level of education for applicants to attend a delegation. In fact, an applicant's grades are not considered during the selection process. However, we believe that, in order for Delegates to represent ELSA to the best of their ability, it is important for them to have a good understanding of the session they will attend and the significance of the institution.

## 2. Responsibilities of ELSA Delegates

Having participatory status at the Council of Europe is a great honour for ELSA, and it comes with great opportunities and responsibilities for ELSA Delegates. The Council of Europe is a close partner with ELSA and kindly provides one grant each year to help ELSA Delegates attend the World Forum for Democracy. Therefore, it is of utmost importance for all ELSA Delegates to comply with the responsibilities set out 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, and 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 be asked by 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 that before departing for ELSA Delegations, that is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance at the ELSA Delegation.

## 2.1. 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. Due to the importance of the Council of Europe as a partner of ELSA, the Head of Delegation is the **Vice President in charge of Seminars and Conferences of the International Board of ELSA**, should they participate in the respective session.

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 HoD Report are submitted to ELSA International on time.

## 2.2. The Head of Delegation Report

After the Delegation, the HoD will prepare the Head of Delegation report. They may require notes taken by all delegates to complete it. The report will include notes on all sessions, any academic preparation undertaken by the delegation, side events and networking contacts. In order to receive the Letters of Participation, the Head of Delegation report must be submitted along with the Final Survey completed by each member of the Delegation.

## 2.3. 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 the Delegate's appointment as ELSA Delegate 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 (or Final Survey). This form will be emailed to every Delegate at 18:00 CET on the final day of the Delegation. 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 better prepare future Delegates.

**Letter of Participation** - After the Evaluation Form has been filled out by every Delegate, the Letters of Participation are sent out. These constitute the official document confirming a Delegate's attendance at the Delegation. The Letter of Participation confirms that a Delegate fulfilled their duties in regard to participation in the Delegation and completed the Evaluation Form. The Letter of Participation is individual and contains only the name of the ELSA Delegate.

**Making a Statement** - Any statement delivered by an ELSA Delegate is seen as the official point of view of the 41 National Groups of ELSA. Therefore, all statements must align with ELSA's **non-political and independent** status. Where necessary, ELSA International may consult the Head of Delegation and the ELSA Delegations team about the applicability of the proposed statement.

Statements should **not** be used as an opportunity to speak just for the sake of taking the floor. Similarly, ELSA Delegates should **not** raise their hand to contribute questions to a discussion without consulting ELSA International via the Head of Delegation and the rest of the Delegation, first.<sup>1</sup>

**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.

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<sup>1</sup> See the following section for more information: 'Making a Statement in World Forum for Democracy'

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.

### 3. General Rules of Conduct

#### 3.1. Attendance

It is extremely important for ELSA Delegates to attend all the sessions in order to maintain a professional and serious image within 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 daily attendance of Delegation Members is monitored by the Head of Delegation at the start of each plenary or event.

#### 3.2. Business Cards

When attending an ELSA Delegation, Delegates have a chance to meet the representatives of Member States, experts in the field, other NGOs, and other relevant stakeholders. Thus, it is recommended that ELSA Delegates bring business cards with them, as it is customary for participants to exchange business cards with other participants at the meeting.

Each ELSA Delegate is responsible for printing their business cards. A template for the ELSA Business Card will be provided to every Delegate by a member of the ELSA Delegations Team. Applications such as Canva or Adobe Acrobat can be used to customise the Business Card.

Alternatively, there has been a rise of digital 'business cards' in recent years. ELSA Delegates may choose to create a QR Code on their mobile phone that leads to their LinkedIn account. New networking contacts can scan the QR Code on their own phone to immediately connect with the Delegate on LinkedIn. This method of networking is generally acceptable. Please note that Delegates should not use this as an excuse to go on their mobile phones for purposes other than to retrieve the QR Code.

### 3.3. Dress Code<sup>2</sup>

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to maintain a professional outward image by wearing a unified outfit. This will also create a team atmosphere amongst 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 more than two inches above the knee). 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, though they may prove uncomfortable after some time, or they can wear Oxford-style shoes. Open-toed shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops;
- **Hair** - The hair should be kept professional at all times; the hairstyle should not detract from the overall appearance.

## 3. Council of Europe (CoE)

The Council of Europe (CoE) is an international organisation that aims to uphold human rights, democracy and the Rule of Law in Europe.<sup>3</sup> The Council was founded in 1949 in the wake of the Second World War by the Treaty of London. It was founded in order to achieve a greater unity between its members for the purpose of safeguarding and realising the ideals and principles which are their common heritage and facilitating their economic and social progress.<sup>4</sup>

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<sup>2</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=AOvVaw1L\\_cU41PPnFSr8Zi3iM5em](https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1L_cU41PPnFSr8Zi3iM5em).

<sup>3</sup> It is important to note that the Council of Europe is an independent organisation, separate from the EU and other EU subsidiary bodies.

<sup>4</sup> [www.coe.int](http://www.coe.int)

CoE now has 46 member states from Europe, and membership is open to any European state that seeks harmony, cooperation, and good governance, accepting the principle of the Rule of Law and is able and willing to guarantee democracy, human rights and fundamental freedoms to all persons within its jurisdiction.<sup>5</sup>

The Council of Europe's most important achievement is the European Convention of Human Rights, which was adopted in 1950. The Convention encompasses the same rights that the United Nations Universal Declaration of Human Rights from 1948 does, and it also contains many additional rights and principles, such as the prohibition of the death penalty. Compliance with the Convention is enforced through the European Court of Human Rights rulings.<sup>6</sup>

ELSA International only sends delegates to one main session, the **World Forum for Democracy**, which takes place in the autumn of every year.

### 3.1. Location

The Council of Europe is located at:

Palais de l'Europe,  
Avenue de l'Europe,  
F-67075 Strasbourg Cedex,  
France.

You can find more information about it at [www.coe.int](http://www.coe.int), including a [map](#) of the buildings.

### 3.2. Structure of the Council of Europe

The Council of Europe consists of:

- Committee of Ministers;
- Parliamentary Assembly;
- Congress of Local and Regional Authorities;
- European Court of Human Rights;
- Commissioner for Human Rights.

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<sup>5</sup> [www.coe.int](http://www.coe.int)

<sup>6</sup> [www.coe.int](http://www.coe.int)

The **Committee of Ministers** is the Council's decision-making body and is made up of the ministers of foreign affairs of each member state or their permanent diplomatic representatives in Strasbourg. The Committee of Ministers decides Council of Europe policy and approves its budget and programme of activities.<sup>7</sup>

The **Parliamentary Assembly (PACE)** consists of 306 members of parliament from the 46 member states; the Assembly elects the Secretary General, the Human Rights Commissioner and the judges to the European Court of Human Rights; it provides a democratic forum for debate and monitors elections; its committees play an important role in examining current issues.<sup>8</sup>

The **Congress of Local and Regional Authorities** is responsible for strengthening local and regional democracy in its 46 member states. Composed of two chambers – the Chamber of Local Authorities and the Chamber of Regions – and three committees, it brings together 612 elected officials representing more than 150,000 local and regional authorities.<sup>9</sup>

The **European Court of Human Rights** is the permanent judicial body which guarantees for all Europeans the rights safeguarded by the European Convention on Human Rights. The 46 member states of the Council of Europe are parties to the Convention. The European Court of Human Rights interprets the European Convention of Human Rights and hears applications alleging a breach of the Convention done by a member state.<sup>10</sup>

The **Commissioner for Human Rights** is an independent and impartial non-judicial institution established in 1999 by the Council of Europe to promote awareness of and respect for human rights in the 46 Council of Europe member states. The Human Rights Commissioner independently addresses and brings attention to human rights violations.<sup>11</sup>

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<sup>7</sup> [www.coe.int](http://www.coe.int)

<sup>8</sup> [www.coe.int](http://www.coe.int)

<sup>9</sup> [www.coe.int](http://www.coe.int)

<sup>10</sup> [www.coe.int](http://www.coe.int)

<sup>11</sup> [www.coe.int](http://www.coe.int)

### 3.3. World Forum for Democracy

The **World Forum for Democracy** (WFD) is the Council of Europe's platform for political decision-makers and activists to debate solutions to key challenges for democracies worldwide. By identifying and analysing experimental initiatives and practices, the Forum highlights and encourages democracy innovations at the grassroots and their transfer on a systemic level in order to strengthen the foundations of democratic societies. The Forum thus contributes to the evolution of democracy towards more participatory and inclusive structures and institutions.

The WFD was first held in 2012 and has since become a yearly gathering that tackles the current issues that democracy faces, such as “Is populism a problem” (theme for 2017) and “Democracy and diversity - Can we transcend the divides?” (theme for 2024). The Forum is a unique platform as it brings together members of civil society, decision makers and representatives of academia, businesses, media and professional groups worldwide to try and solve these issues.<sup>12</sup>

## 4. General Rules of Procedure for Participatory Status in the Council of Europe<sup>13</sup>

The Council of Europe is a partner of ELSA International; thus, it is of utmost importance that all delegates act accordingly.

### 4.1. Making a Statement in the World Forum for Democracy

The WFD values an open exchange of ideas; thus, the process of making a statement differs from other Delegations. During the Forum, anyone in the audience may raise their hands and contribute to the discussions by asking questions to panellists or bringing their own ideas into the conversation. Often, remarks arise about the topics presented that could not be drafted beforehand.

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<sup>12</sup> For more information visit <https://www.coe.int/en/web/world-forum-democracy/home>

<sup>13</sup> Special Procedures of the Human Rights Council, available at: <http://www.ohchr.org/EN/HRBodies/SP/Pages/Welcomepage.aspx>, (last accessed 9/04/2020).

ELSA's delegation to the WFD always has at least one member of the International Board attending. Due to this, ELSA Delegates also have a chance to contribute to the conversations taking place without drafting statements well in advance. All statements made need to be accepted by ELSA International, but during the Forum, you may come up with an idea and ask the International Board member in attendance if the statement is in line with ELSA's views.

All statements, questions and ideas presented must fulfil the **requirements set for statements by ELSA**. They must talk about the academic point of view touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on certain matters discussed during the session. Any statements delivered by ELSA Delegates are seen as the official point of view of the 41 National Groups of ELSA. Therefore, all statements **must** align with ELSA's non-political and independent status.

## 5. Practical Information for Participation in an ELSA Delegation

### 5.1. Logistical Arrangements and Estimated Costs

Strasbourg is easily accessible by train and by bus. When flying, the most cost-effective way is to fly to an airport nearby (most likely in Germany) and to take a train or bus to Strasbourg from there. Participants need to cover their own travel expenses to Strasbourg.

Please refer to the next section. For more information, please contact the Vice President in charge of Seminars and Conferences of the International Board of ELSA.

### 5.2. Costs Covered by ELSA International

For the World Forum for Democracy, ELSA International gets a **grant** from the Council of Europe. This grant is used to pay **part of the costs** of all ELSA Delegates.

The grant is used to pay for the **accommodation** for all Delegates. ELSA International will book the accommodation for all delegates. What is left over after paying for the accommodation is used

to pay for **meals and transport cards** for all participants. ELSA International will cover as many meals as it can; however, not all meals will be covered, so participants will be responsible for some.

**Participants are responsible for covering their own travel costs to Strasbourg; ELSA will not reimburse any of the travel expenses.**

## 6. Experiences and Tips of Former ELSA Delegates

### 6.1. 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 human rights, 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, what sessions came before, and what the targets are for future sessions. Go to CoE's webpage, and search for the session to which you are going.

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences. As a member of the International Board will be in attendance there will be coordinated photo sessions with all Delegates. These photos will be used for marketing ELSA Delegations. There can also be other promotional material made during this session, such as videos.

Participation in making promotional material for ELSA is not required, but it is **highly encouraged**.

### 6.2. Registration

**ELSA International will register all Delegates** before the World Forum for Democracy. This will be done by getting all delegates to fill out a questionnaire, and after delegates will receive an email confirming their participation. On the first day, delegates need to be early at the Council of Europe, as getting the badges will take time. Remember to bring your **valid ID card or passport**

and the **documents confirming your appointment and registration** to the session as provided by ELSA International and the hosting international organisation.

The registration personnel will give you your badge/ground pass, which **must** be worn every day. If you are late and there is no one at the registry, be confident and explain the purpose of your security visit. Usually, they treat you with understanding, and you will be allowed to enter the CoE premises.

### 6.3. The World Forum for Democracy consists of Plenaries, Forum talks and LABs

#### 6.3.1. Plenaries

**Remember to arrive at the meeting on time.** The working day usually starts around 9 a.m. and ends by 6 p.m. However, the last day of the event is usually shorter and finishes earlier than that. There is no assigned seating in the plenary room, so arriving early will ensure getting good seats for your delegation.

You will be provided with earplugs that provide a real-time translation of what the speakers are saying. Be careful with the earplugs; do not damage them. In case they do not fit your ear, you can also bring your own headset.

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.

In the plenaries, there is time for audience questions to the panellists. All Delegates can participate in the discussions if they have **permission from the International Board member in attendance** for their question/statement. To participate in the discussion, a Delegate needs only to raise their hand. However, time is limited and there are multiple people who wish to participate, so to maximise the chance to be picked to speak, the whole delegation should raise their hands. With limited time, all questions/statements should be brief and to the point.

#### 6.3.2. Forum Talks

On the second day of the session, the day will consist of two sessions of Forum Talks and two sessions of LABs.

There are multiple Forum Talks happening at the same time, so the delegation will split up to cover all of them.

The Forum Talks will consist of a panel that will discuss a relevant topic to the theme of the World Forum. The discussion is led by a moderator. At the end of the panel, the audience has a chance to participate in the discussion as well. All delegates can participate in the discussions if they have permission from the International Board member in attendance for their question/statement.

### **6.3.3. LABs**

On the second day of the session, the day will consist of two sessions of LABs and two sessions of Forum talks.

There are multiple LABS happening at the same time, so the delegation will split up to cover all of them.

In the LABs, projects designed to increase democracy are presented. There are approximately four initiatives presented in every LAB session. After all the initiatives have been introduced, the audience has a chance to participate in the discussion. All Delegates can participate in the discussions if they have permission from the International Board member in attendance for their question/statement.

### **6.3.4. 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.

The work needs to be divided between the ELSA Delegates before coming to the session. In order to be sure that a session will be entirely covered by notes of the ELSA Delegates, it is recommended to take notes by turns (for example, one ELSA Delegate covering the morning plenary, 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. As the

delegation is split to participate in all Forum talks and LABs, all ELSA Delegates need to take notes so that all of the sessions are covered.

Please refer to the CoE website for more details on the session and the session documents. We kindly ask that you read through these when they are available.

### **6.3.5. 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 don't have to be afraid of the people. Moreover, 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.

## **7. 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 Vice President in charge of Seminars and Conferences of the International Board of ELSA or the Director for ELSA Delegations, who can assist you and give you any additional information.

### **7.1. 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)

### **Emergency Contact Numbers**

- Helpline in France for English Speakers: 01 46 21 46 46
- Medical Emergency Number - 15
- Police (la Police Nationale/Gendarmerie) - 17
- Fire Brigade - 18
- European Emergency Number - 112