

# GUIDELINES FOR ELSA DELEGATIONS TO UN ECOSOC

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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 UN ECOSOC is a result of a joint collaborative work of:

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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 UN ECOSOC 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 (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).

## 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 and 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 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 a status at UN ECOSOC 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 Delegates 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 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.

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.

## 2.2. 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 the Coordinator for UNECOSOC 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 the Coordinator for UNECOSOC if necessary.

Please email a copy of the completed report to the Coordinator for UNECOSOC. Make sure to cc the Director for Delegations ([delegations@elsa.org](mailto:delegations@elsa.org)).

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

## 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 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 at the ELSA Delegation. The Letter of Participation confirms that ELSA Delegates fulfilled their duties related to 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.

### 3. General Rules of Conduct

#### 3.1. 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.

#### 3.2. Business Cards

When attending ELSA Delegations, ELSA Delegates have a chance to meet the representatives of Member States or other 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.

### 3.3. 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; the hairstyle should not detract from the overall appearance.

## 4. United Nations Economic and Social Council (UN ECOSOC)<sup>2</sup>

The Economic and Social Council is the principal organ that coordinates the economic, social and related work of the 14 United Nations specialised agencies, functional commissions and five regional commissions. It serves as the central forum for discussing international economic and social issues, and for formulating policy recommendations addressed to Member States and the

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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).

<sup>2</sup> The official ECOSOC brochure for NGOs, available at: <http://csonet.org/content/documents/Brochure.pdf> (last access 9/04/2020).

United Nations system. ECOSOC consists of 54 Member States elected by the General Assembly for overlapping three-year terms. Seats on the Council are allotted based on geographical representation, with 14 allocated to African States, 11 to Asian States, 6 to Eastern European States, 10 to Latin American and Caribbean States, and 13 to Western European and other States. The work of the Council is conducted through several sessions and preparatory meetings, round tables and panel discussions with members of civil society throughout the year. Once a year, it meets for a four-week substantive session in July, alternating between New York and Geneva. The annual session is organised into five segments and includes:

- the High-level segment;
- the Coordination segment;
- the Operational Activities segment;
- the Humanitarian Affairs segment;
- the General segment.

The Annual Ministerial Review (AMR), launched in 2007 and held during the annual High-level segment of ECOSOC, assesses progress made towards the United Nations Development Agenda (UNDA). It also serves as a global high-level forum with broad-based participation to exchange lessons learned and highlight successful practices. The Development Cooperation Forum (DCF), also launched in 2007, is mandated to enhance the implementation of the internationally agreed development goals and promote dialogue to find effective ways to support them. It is the focal point within the United Nations system and a principal forum for global dialogue and policy review on the effectiveness and coherence of international development cooperation. The DCF is held every other year within the framework of the High-level segment of the Council. There are a number of subsidiary bodies under the ECOSOC umbrella which help to achieve the goals of the Council. ECOSOC provides policy coherence and coordinates the overlapping functions of all its subsidiary bodies. Once NGOs gain consultative status, they can actively participate in the work of ECOSOC subsidiary bodies.

#### **4.1. ECOSOC Functional Commissions**

The UN ECOSOC functional commissions are the following:

- **Commission on Sustainable Development:**

- The Commission on Sustainable Development (CSD) was created in December 1992 to ensure effective follow-up of the 1992 United Nations Conference on Environment and Development (UNCED — also known as the Earth Summit), in Rio de Janeiro, Brazil, where world leaders signed the Framework Convention on Climate Change and the Convention on Biological Diversity; endorsed the Rio Declaration and the Forest Principles; and adopted Agenda 21, a 300-page plan for achieving sustainable development in the twenty-first century. The CSD meets.

- **Commission on Population and Development:**

- The Commission on Population and Development (CPD) assists and advises ECOSOC on population issues and trends, population and development strategies, policies and programmes, and provides population assistance to developing countries. The CPD used to meet every two or three years until 1994, after which it began to meet once a year, usually at the beginning of April. Each session is dedicated to a certain theme, with the most recent session in 2011 focusing on the theme of “Fertility, reproductive health and development”.

- **Commission for Social Development:**

- Since the convening of the World Summit for Social Development in Copenhagen in 1995, the Commission for Social Development has been the key UN body in charge of the follow-up and implementation of the Copenhagen Declaration and Programme of Action. It meets once a year in New York, usually in February. Each year since 1995, the Commission has taken up key social development themes as part of its follow-up to the outcome of the Copenhagen Summit. The work is organised in a series of two-year cycles, which include a review and a policy segment.

- **Commission on the Status of Women:**

- The Commission on the Status of Women (CSW) is the principal global policymaking body dedicated to gender equality and the advancement of women. The Commission meets annually for a period of 10 working days (late February —

early March) in New York to evaluate progress on gender equality, identify challenges, set global standards and formulate concrete policies to promote gender equality and advancement of women worldwide. The active participation of NGOs is a critical element in the work of the CSW. NGOs have been influential in shaping the current global policy framework on women's empowerment and gender equality — the Beijing Declaration and Platform for Action. They continue to play an important role in holding international and national leaders accountable for the commitments they made in the Platform for Action.

- **Functional Commission on UN Forum on Forests:**

- The UN Forum on Forests is a functional commission of the UN Economic and Social Council (ECOSOC) with universal membership. Since its establishment in 2000, the Forum has set many milestones, including the first UN Forest Instrument in 2007, the Global Forest Financing Facilitation Network (GFFFN) in 2015, and the adoption of the first UN Strategic Plan for Forests 2030 and its six Global Forest Goals in 2017.

- **Committee on Experts on Public Administration (CEPA):**

- The Committee of Experts on Public Administration (CEPA) is a UN technical advisory body that studies and makes recommendations to improve governance and public administration structures and processes for development. It assists ECOSOC by reviewing trends, issues and priorities in public administration, notably in relation to the 2030 Agenda for Sustainable Development and in support of the implementation and progress reviews of the SDGs. The Committee meets annually for one week at UN Headquarters in New York. The Committee prepares its agenda with an emphasis on the forward-looking study of critical issues in governance and public administration relevant to the implementation of and follow-up to the 2030 Agenda. In discussing its agenda, the Committee also reflects on its longer-term programme of work, aiming to build on the experience and accomplishments of previous years.

- **Commission on Science and Technology for Development:**

- The United Nations Commission on Science and Technology for Development (CSTD) is a subsidiary body of the Economic and Social Council (ECOSOC). It holds an annual intergovernmental forum for discussion on timely and pertinent issues affecting science, technology and development. Its members are composed of national Governments; however, civil society contributes to discussions that take place. Strong links exist with other UN bodies (The Commission on the Status of Women, the Regional Commissions, the ITU, and UNESCO). Outcomes of the CSTD include providing the United Nations General Assembly and ECOSOC with high-level advice on relevant science and technology issues. UNCTAD provides secretariat service and substantive support to the Commission.

## **4.2. ECOSOC Regional Commissions**

The UN ECOSOC Regional Commissions are the following:

- Economic Commission for Africa (ECA);
- Economic and Social Commission for Asia and the Pacific (ESCAP);
- Economic Commission for Europe (ECE);
- Economic Commission for Latin America and the Caribbean (ECLAC);
- Economic and Social Commission for Western Asia (ESCWA).

## **4.3. Other Bodies**

- Permanent Forum on Indigenous Issues;
- United Nations Forum on Forests;
- Sessional and standing committees;
- Expert, ad hoc and related bodies.



## 5. General Rules of Procedure for Observers in UN ECOSOC

While ECOSOC has the opportunity to avail itself of valuable and expert advice from NGOs, the NGOs in turn also have the opportunity to express their views and influence the work of the Council. NGOs have specialised competence, hands-on experience and flexibility that is of great value to the UN. For instance, by having consultative status, an NGO could:

- Provide expert analysis on issues directly from its experience in the field;
- Serve as an early warning agent;
- Help monitor and implement international agreements;
- Help raise public awareness of relevant issues;
- Play a major role in advancing United Nations goals and objectives;
- Contribute with essential information at organisation events.

On the other hand, ECOSOC provides NGOs the opportunity to be heard by a truly global audience and contribute to its agenda.

An NGO with consultative status can:

- Attend international conferences and events;
- Make written and oral statements at these events;
- Organise side events;
- Enter United Nations premises;
- Have opportunities to network and lobby.

### 5.1. Events Participation

NGOs that are accredited with ECOSOC can participate in a number of events, including, but not limited to, the regular sessions of ECOSOC, its functional commissions and its other subsidiary bodies. At these sessions, which usually take place once a year, NGOs may:

- Attend official meetings;

- Submit written statements prior to sessions;
- Make oral statements;
- Meet official government delegations and other NGO representatives;
- Organise and attend parallel events that take place during the session;
- Participate in debates, interactive dialogues, panel discussions and informal meetings.

Different bodies have different modalities for NGO participation, but common to all of them is that only NGOs that are accredited to and in good standing with ECOSOC are allowed to participate in their sessions.

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

### 6.1. 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.

### 6.2. Participation online

Where there is an option for online participation, ELSA Delegates can attend the sessions of UNECOSOC online. Online participation, when available, is done via the webcast broadcast on UN Web TV.

Besides the formal meetings on the agenda, delegates will have the opportunity to join some side events organised by other NGOs and/or the UN on specific sub-topics. The side events usually take place on Zoom, and delegates are allowed to ask questions to the speakers during the Q&A session at the end of the event.

The Coordinator of UNECOSOC & UNODC will share the link to the session on UN Web TV as well as inform delegates about the possibility of registering for side events, indicating the procedure to do it. Once delegates are registered for the side events, they will receive the Zoom link via email.

## 7. Experiences and Tips of Former ELSA Delegates

### 7.1. 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 the Association's approach to the topics discussed, and what are the flagship projects organised by ELSA 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 came before, and what the targets are for future sessions. Go to UN ECOSOC's webpage, and search for the session to which you are going (they are presented on the right side of the page).

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 with ELSA International and submit your testimonial via the ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA Delegations.

**Important:** it should be noted that UN ECOSOC's high-level Forums, such as the Committee on the Status of Women or UNFF, have a very high volume of attendees. On the first day, it may only be possible for **one representative per Delegation to enter the main conference hall**, whilst the other Delegates watch proceedings from an **overflow room**. It is advised that Delegates arrive particularly early on the first day, as seats in the overflow rooms are allocated on a first-come-first-serve basis.

Further, delegates should pay particular attention to **seat allocation during the plenaries**. The organisers of some sessions issue 'tickets' on a first-come-first-serve basis each morning. These tickets can be collected from the Welcome Desk and allow representatives access to the conference room. Delegates are advised to make their way **immediately** to the conference room once they collect their tickets, as holding a ticket does not necessarily guarantee a seat.

If it is not possible for every member of the Delegation to obtain a ticket, delegates can take turns to sit in the main conference room. High-level forums also tend to offer a range of **side events** throughout the day, which are beneficial for academic knowledge and cultural awareness. Side events may be attended throughout the day if it is not possible for every Delegate to be in the conference room at once.

**Delegates are strongly advised to consult the NGO Participation Note for their respective Delegation before the first day, to familiarise themselves with the seat allocation system for that session.**

After the first 1-3 days, seats are often not allocated via a ticket system.

## 7.2. Registration on the First Day

Registration might take some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. In the field in which you are asked to write your official position, write 'Delegate' or 'Head of Delegation'. 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 to security. Usually, they treat you with understanding, and you will be allowed to enter the UN ECOSOC premises.

Remember to bring your valid ID card or passport (the same one you used for registration purposes) and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

The registration office for Geneva is situated in the Palais des Nations' main entrance. The registration office for New York City is across the street from the main/tourist entrance, which you have to use as well. You don't need to wait in line behind the tourists, since you are registered,

you are now working for ELSA at the UN, so you may use the line for the staff, but show your badge to the security guards.

### **7.3. Plenaries**

Remember to arrive at the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m. However, the last day of the event can get longer and finish later than that. In the plenary room, every delegation has assigned seats; do not take the seat of another delegation, even if it is empty.

If you are attending the ELSA Delegation for the first time, you may notice that people around speak with different accents, and at the very beginning, it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable. In case they do not fit your ear perfectly, you can also bring your own headset.

There should be no problem leaving the plenary to take a breath of 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 UN ECOSOC website are available for free at the reception desk near the entrance to the Session hall.

On the second day of the session, ask for the list of participants at the reception. Make sure that the title of our organisation and the names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of UN ECOSOC.

For the schedules of the session and side and parallel events, refer to the handouts. 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 possibility to ask questions in an informal environment.

## 7.4. 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 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.

## 7.5. 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, thus a lot of delegates are familiar with our organisation, and you can expect a positive response from them.

## 8. 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 UN ECOSOC & UNODC or the Director for ELSA Delegations, who can assist you and give you any additional information.

### 8.1. 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)
- Coordinator for UNECODOC & UNODC: [dunecosoc@elsa.org](mailto:dunecosoc@elsa.org).

