

WELS CYCLE CALENDAR 23/24

SEMINARS & CONFERENCES
2023/2024



elsa

The European Law Students' Association

- ELSA Law Schools -

Winter Cycle 2023/2024

According to **part 9, chapter 3, article 3.1, of the International Council Meeting Decision Book of ELSA**, the following **deadlines are binding** for all the ELSA Law Schools Organising Committees.

Specification Period (31.07.2023 – 13.08.2023)

1. ELSA International shall send an informative email regarding the Winter ELSA Law Schools Cycle 2023/2024 deadlines.
 - At this point, the potential Organising Committees shall **start to prepare the information for the Specification Form** outlining the contact details, intended topic, destination, and preliminary date for the ELSA Law School.
 - The Organising Committees shall **evaluate the advantages and disadvantages of organising** the ELSA Law School in their city and then decide whether to proceed with organising it or not.
2. ELSA International shall send to the Network the **Specification Form**, which, among others, consists of contact details, intended topic, destination, and preliminary date of the ELSA Law School on **31.07.2023**. The Organising Committees shall fill the Form by **13.08.2023 23:59 CEST**.

Preparation Period (14.08.2023 – 15.10.2023)

3. ELSA International shall establish a **new Head of Organising Committees' Facebook group (and/or WhatsApp group) on 14.08.2023**. ELSA International shall inform the Heads of the Organising Committees about the group(s) mentioned above via email.
4. ELSA International shall send an email by **21.08.2023** with the following:
 - *login and password for the ELSA Law Schools Portal;*
 - *the ELSA Law Schools Hosting Agreement;*
 - *information regarding the Winter ELSA Law Schools Training Weekend (WELS TW).*
5. ELSA International shall have **mandatory informative meetings** with each Organising Committee between **28.08.2023** and **23.09.2023**. These aim to familiarise the Organising Committees with the entire organisational process of ELSA Law Schools.
6. ELSA International shall **send the ELSA Law Schools Additional Questions Form**, which includes questions regarding **exact participation fees and extra fees**, on **21.08.2023**. The Organising Committees shall fill in the Form by **01.10.2023**.

7. The Organising Committees shall fill in the following details on the **ELSA Law Schools Portal** by **01.10.2023**:

- *general description of the ELSA Law School;*
- *city and country where the ELSA Law School takes place;*
- *dates when the ELSA Law School takes place;*
- *description of the venue of the ELSA Law School;*
- *accommodation;*
- *maximum number of participants;*
- *participation fees and extra fees;*
- *a preliminary outline of subtopics of the academic programme;*
- *the complexity of the Academic Programme;*
- *an initial outline of the cultural & social programme;*
- *potential restrictions relating to COVID-19;*
- *contact details.*

8. ELSA International shall organise the **Winter ELSA Law Schools Training Weekend (WELS TW)** on the dates specified in the email sent to the Organising Committees on **21.08.2023**.

- ELSA International will launch the applications for Organising Committees in early September. Organising Committees will receive the Working Materials of the WELS TW at least **one week before** the event.

9. ELSA International shall conduct the **pre-Promotion of Winter ELSA Law Schools** from **09.10.2023** until **15.10.2023**.

- The respective promotion aims to **announce that the Application Period will open**.

10. ELSA International shall send out the **unified marketing kit** by **17.09.2023**.

Application Period (16.10.2023 – 26.11.2022)

11. ELSA International shall **conduct Applications Promotion** from **16.10.2023** until **26.11.2023**.

- The promotion aims to announce that applicants have until **26.11.2023** to fill in the Application Form.
- With the opening of the Application Period, ELSA International shall contact the mailing lists, promote WELS on social media, and publish the Application Form and the unified Terms & Conditions.

12. The closing of the unified Application Period shall be on **26.11.2023 at 23:59 CET**.

Selection Period (27.11.2023 – 18.12.2023)

13. Organising Committees shall follow the following deadlines:

- Organising Committees shall **select the participants** from the applications between **27.11.2023 and 03.12.2023**.

- The Organising Committees shall send out an email **specifically on 04.12.2023** to **all applicants (selected, non-selected, or placed on the waiting list)** who applied for an ELSA Law School, informing them about the outcome of their application. The email sent to the **selected participants** shall enclose an **invoice** and outline that unless they provide proof of payment by the specified time, the Organising Committees can consider their application invalid.
- The Organising Committees can create a **waiting list** to ensure all spots are filled with paying participants. Applicants on the waiting list shall be notified about the outcome of their application by **18.12.2023 at 23:59 CET**.
- The deadline for participants to **send the proof of payment** is **12.12.2023**. The Organising Committees **cannot set that deadline earlier**, but it's their discretion **to set it later**.
- The Organising Committee shall **send a payment confirmation** to each participant shortly after receiving their proof of payment.
- ELSA International shall email all applicants that the Selection Period is over on **19.12.2023**.

14. The Organising Committee shall pay the **Administrative Fee** towards ELSA International by **27.12.2023**.

Event (13.01.2024 – 31.03.2024)

15. Winter ELSA Law Schools qualified into the Winter Cycle 2022/2023 **shall take place** between **13.01.2024** and **31.03.2024**.

16. The Organising Committees **shall publish the complete information** of the ELSA Law School **at least one month** before the start of the event.

Evaluation (13.01.2024 - 07.04.2024)

17. The Organising Committee shall send ELSA International **a list of selected participants, including their contact information** (name, surname, country, and email address) **by 12.01.2024 23:59 CET**.

18. ELSA International shall send the ELSA Law Schools Participant Evaluation Form to the respective participants to evaluate the process **by the end of each month preceding the respective ELSA Law School**.

19. ELSA International shall send the ELSA Law Schools Organising Committee Evaluation Form to the respective Organising Committee to evaluate the process **by the end of each month preceding the respective ELSA Law School**.

- To fill in the Organising Committee Evaluation Form, the Organising Committees shall acquire feedback from participants and any other entity involved in the organisational process of the ELSA Law School. Then the Head of the Organising Committee or any other designated member shall fill in the ELSA Law Schools Evaluation Form provided

by ELSA International by **07.04.2024 23.59 CEST**.

- If the Organising Committee submits the Evaluation Form by the specified deadline, they will receive the paid deposit (50 euros) back.