



The European Law Students' Association

S&C TRANSITION CHECKLIST

SEMINARS & CONFERENCES 2025/2026



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Preamble

Dear S&Cers,

The transfer of knowledge and experience in the area of Seminars & Conferences should make the transition of the newly elected Local/National board easier. It ensures the maintenance of important information and enables building upon the work of the predecessors. In order to ease the process of knowledge management and taking into consideration the development of the area, the checklist was updated and adjusted to the current state of the Network and S&C area in specific. The aim of the checklist is to provide both the outgoing and incoming Local/National board of ELSA, with an overview of the basic information and documents related to S&C, thus facilitating the process of transition. You can find all the handbooks and guidelines created in the past terms, as well as the reference to the respective forms, divided per project. We hope that the new version of the checklist will reflect the current status of every S&C project, and all the recent improvements made in updating and creating new materials.

In order to fully perform the S&C transition please refer to the handbooks, statistics, case studies and guidelines, which can be found on <http://officers.elsa.org>.

Should you have any questions or need for clarification, do not hesitate to contact me at director.sc@elsa.org and the VP S&C at seminarsconferences@elsa.org.

Best of luck with your transition and an upcoming brilliant term!

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I. Checklist: Transition in Seminars & Conferences

1. Knowledge transition

General ELSA Knowledge	transitioned	discussed
Founding of ELSA		
Purpose of the Association (Philosophy Statement)		
Structure (Board and Network)		
National Meetings (NCMs, etc.)		
International International Meetings (ICM, ISM, ITM)		
Abbreviations (S&C, AA, STEP, BEE, IM, FM, etc.)		
S&C-Specific Information	transitioned	discussed
Types of Events with Definitions from the Decision Book		
ELSA Day		
IFP		
Human Rights		
Grants (national, international)		
Training (ITP)		
Strategic Goals		
Information specific to your Group (LG/NG)	transitioned	discussed
Mail-Account/Login data		
Office/Keys		
Recurring events		
Reserving rooms for events		
Exam dates		
Typical problems		

2. Materials transition

General	transitioned	discussed
S&C Handbook		
Decision Book of ELSA International regarding S&C		
Statutes and Standing Orders of the National Board		
International Focus Programme Outline		
Hybrid Events Guideline		
Human Rights Handbook (if Human Rights are under S&C in your ELSA Group)		
Synergy		
Study Visit & Institutional Visit	transitioned	discussed
Study Visits Handbook		
Study Visits Agreement Template		
Study Visits Hosting Group Specification Form		
Study Visit to the ELSA House Application Form		
Institutional Visit Handbook		
ELSA Law Schools	transitioned	discussed
ELSA Law Schools Handbook		
ELSA Law Schools Hosting Agreement		
ELSA Law Schools Terms & Conditions		
ELSA Law Schools Privacy Policy		
ELSA Law Schools Upload Manual		
ELSA Law Schools OC Evaluation Form		
Summer ELSA Law Schools Marketing Kit		
Winter ELSA Law Schools Marketing Kit		

ELSA Law Schools Mentorship Programme		
ELSA Delegations	transitioned	discussed
ELSA Delegations Terms and Conditions and Privacy Policy		
ELSA Delegations Selection Criteria		
ELSA Delegations Evaluation Form		
Selection Criteria Presentation		
ELSA Delegations Terms and Conditions and Privacy Policy		
ELSA Delegations Selection Criteria		
Guidelines (CoE , ICC , UNCITRAL , UNECOSOC , UNFCCC , UNODC , WIPO , OECD)		
Academic Preparation Handbooks (OHCHR, UNCITRAL, UN ECOSOC, UNODC, WIPO)		
ELSA Delegations Testimonials (Templates)		
ELSA Delegations Marketing Kit		
International Conferences of ELSA	transitioned	discussed
ICE Handbook		
ICE Package		
ICE Short Guide		
ICE Checklist		
ICE Hosting Agreement		
ICE Portfolio Upload Manual		
ICE Specification Form		
ICE – OC Evaluation Form		
ICE Marketing Kit		
ELSA Webinars	transitioned	discussed

Webinars Handbook		
Guidelines for Speakers on how to record an ELSA Webinar on ClickMeeting		
ELSA Webinars Specification Form		
ELSA Webinars Academy Marketing Kit		
Local Documents	transitioned	discussed
Folder with important documents		
Storage device with relevant data (Google Drive)		
Statutes of the local group		

List of past events in the Local Group		
Reports from Events / Filled out Evaluation Forms		
Overview of planned events		

3. **Contacts transition**

Local Contacts	transitioned	discussed
Faculty / University Administration / Student Bodies		
Partners / Sponsors		
Other contacts / Institutions / Speakers / Externals		
National and International Contacts	transitioned	discussed
National and International S&C mailing lists		
National and International Facebook groups		
Contact with the National Board		
Cooperation with other Local Groups		

II. In case you did not receive a transition

Here are some tips on what you can do if you did not receive a transition:

- Talk to the former S&C-Officers from your Local/National Group. Even if they did not hold the position during the last term, they should be able to share their area experience;
- Contact your National VP S&C or the VPSC of ELSA International;
- Speak to your President or Secretary General. As they are responsible for board and internal management, they should have an overview over past S&C events and planned projects for the upcoming term. Additionally, they should be able to give you access to your Local/National Group's archive, so that you can have an overview of the former activities of the Group;
- Look into old documents. Is there any online database your Local/National Group is using? Check if there is any information regarding S&C;
- Go through the elsa email, which from now on, you will be using and search for the relevant for your term information.

III. S&C-related Abbreviations and acronyms

DB	Decision Book
EI	ELSA International
HoOC	Head of Organising Committee
AHRC	Annual Human Rights Campaign
IV	Institutional Visit
ICM	International Council Meeting
IFP	International Focus Programme
ISM	International Strategy Meeting
ITM	International Training Meeting
OC	Organising Committee
SELS	Summer ELSA Law School
S&C	Seminars & Conferences
SSO	Statutes and Standing Orders
SV	Study Visit
SVP	Study Visit Portal
SVH	Study Visit Handbook
SVA	Study Visit Agreement
VP S&C	Vice President for Seminars & Conferences
ICE	International Conference of ELSA
WELS	Winter ELSA Law School
WM	Working Materials
WS	Workshop