

# GUIDELINES FOR ELSA DELEGATIONS TO THE OECD

---

SEMINARS & CONFERENCES  
2019/2020



*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 Organisation for Economic Co-Operation and Development is a result of a joint collaborative work of:

**Evgenia Podgorbunskikh**

Director for ELSA Delegations of ELSA  
International 2016/2017

**Felix Meyer**

Coordinator for WIPO of ELSA  
International 2016/2017

*Updated by (2020):*

**Anna Wojciechowska**

Director for ELSA Delegations of ELSA  
International 2019/2020

The authors express their sincere gratitude to:

**Nigel Micallef**

Vice President in charge of Seminars and  
Conferences of ELSA International  
2016/2017

**Aleksandra Żuchowska**

Vice President in charge of Seminars and  
Conferences of ELSA International  
2019/2020

And **all the former ELSA Delegates** for their much appreciated inputs in matters of information given, suggestions and constructive critics.

**Useful contacts**

Vice President in charge of Seminars and Conferences of ELSA International:

[seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org)

Director for ELSA Delegations: [delegations@elsa.org](mailto:delegations@elsa.org)

**ELSA International**

239, Boulevard Général Jacques

B-1050 Brussels, Belgium

E-mail: [elsa@elsa.org](mailto:elsa@elsa.org)

Tel: +32 2 646 26 26

Fax: +32 2 646 29

## Table of contents

Table of contents.....	3
Introduction .....	4
1. About the European Law Students' Association.....	4
Vision.....	4
Purpose.....	4
2. ELSA and International Organisations.....	5
ELSA Delegations.....	5
3. Organisation for Economic Development and Co-operation.....	6
Structure.....	7
Aims and Activities.....	7
4. Responsibilities of an ELSA Delegates.....	8
5. General Rules of Conduct .....	9
Attendance .....	9
Business Cards.....	9
Dress Code.....	10
Making a Statement.....	10
Letter of Confirmation.....	11
Evaluation Form.....	11
Certificate of Participation.....	11
6. Paris .....	11
General Information .....	12
Official Sites.....	12
Airport and Flights.....	12
Life in Paris during an ELSA Delegation.....	13
1) Accommodation .....	13
2) Public Transportation .....	14
3) Meals.....	15
4) Cost of living expenses during ELSA Delegation .....	15
5) Currency Exchange .....	15
6) Emergency Phone Numbers .....	16
7. Fundraising.....	16
8. Experiences and Tips of Former ELSA Delegates .....	17
General Preparation .....	17
Registration on the First Day .....	17
Plenaries .....	17
Being Academically Well-Prepared.....	18
Approaching Other Delegates.....	18

### Introduction

The aim of these guidelines is to provide appointed ELSA Delegates with all the information necessary in order to prepare for attending a respective OECD session. Any relevant feedback or questions are encouraged, in order to improve this Guide for future ELSA Delegates.

### 1. About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, non-for-profit organisation run by and for students. It comprises of students and recent graduates who are 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's association and it is represented at nearly 375 law faculties in 44 countries across Europe with membership in excess of 70 000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects that are organised to fulfil the vision of ELSA and in order to provide our members opportunities to enhance their skills and to interact with each other. Furthermore, ELSA provides law students opportunities to develop their skills through our traineeship program as well as through our 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:

- a) providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- b) assisting law students and young lawyers to be internationally minded and professionally skilled.
- c) encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our website: [www.elsa.org](http://www.elsa.org)

## 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, 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).

### ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The specific information concerning ELSA Delegations can be found in the [ELSA Delegations Terms and Conditions](#).

The ELSA Delegates are appointed by the International Board of ELSA, according to the [Selection Criteria](#), which consists of:

Formal criteria:

- 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;

Content criteria:

- the quality of the curriculum vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge and contribution to ELSA's activities of the Applicant; and
- 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*.

### 3. Organisation for Economic Development and Co-operation

The Organisation for Economic Co-Operation and Development (OECD) is an intergovernmental economic organisation with 36 member countries. OECD was founded in 1961 to stimulate economic progress and world trade. It is a forum of countries describing themselves as committed to democracy and the market economy, providing a platform to compare policy experiences, seeking answers to common problems, identify good practices and coordinate domestic and international policies of its members. The founding member states have been the USA, Canada, Belgium, Austria, Denmark, France, (West) Germany, Greece, Iceland, Ireland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey and the United Kingdom.<sup>1</sup>

In 1961, the OEEC (Organisation for European Economic Co-operation) was reformed into the Organisation for Economic Co-operation and Development and membership was extended to non-European states. Most OECD members are high-income economies with a very high Human Development Index (HDI) and are regarded as developed countries.

During 1961 and 1989 Japan (1964), Finland (1969), Australia (1971) and New Zealand (1973) joined the OECD and therefore fostered the global aspect of the Organisation.

After the 1989 revolution the OECD helped former socialist countries in their economic development. The Center for Co-operation with European Economies in Transition was founded and the programme Partners in Transition was launched. During 1994 and 2000 Mexico (1994), Czech Republic (1995), South Korea (1996), Poland (1996), Hungary (1996) and Slovakia (2000) joined the OECD.<sup>2</sup>

Since 2000 the OECD started cooperations with developing Countries like Brazil, China, Indonesia and South Africa. The EU is lobbying for all member states can join the OECD. Since 2000 Chile (2010), Israel (2010), Estonia (2010), Slovenia (2010), Latvia (2016) and Lithuania (2018) joined the OECD as members.

<sup>1</sup> OECD About, available at: <http://www.oecd.org/about/> (last accessed 9/04/2020)

<sup>2</sup> Ibid.

Location:

Organisation for Economic Co-operation and Development (OECD)

2 rue André Pascal

75116 Paris, France

More information on <https://www.oecd.org/>

### **Structure**

The headquarters of the OECD is Paris. It is generally divided into three bodies.

The Council is the decisions-making body. It consists of the representatives of the member state and the EU Commission. It is a regular meeting at the level of ambassadors and once a year at the ministerial level. Decisions are taken by consensus.

Beside the Council there are the Committees. These Committees are specialised and review the prom programs and policies of the OECD and discuss ideas and therefore laying the groundwork for the decisions in the Council for several policy fields such as economics, trade, science, employment, education and financial markets. In total there are more than 250 committees, working groups and expert groups.

The Secretariat carries out the decisions of the Council. In total there are 2500 staff members of the Secretariat. The Secretariat also assists the Committees in their work and prepares all the relevant documents. Angel Gurría from Mexico is the Secretary-General and heads the Secretariat.

### **Aims and Activities**

The mission of the OECD is to promote policies that will improve the economic and social well-being of people around the world.

The OECD is a forum of countries committed to democracy and the market economy. The OECD works with non-binding „soft law” and peer pressure. For that the OECD itself makes a lot of studies so countries can compare their different instruments and can have an oversight of best practices. The OECD is so involved in almost every field of policies of a state with the important exclusion of defense policies.

The OECD administers and publishes the Programme for International Student Assessment (PISA). Also regarding the Taxation the OECD prepared a model tax convention for bilateral tax agreements.

### **Quick facts**

History: established in 1961 Headquarters: Paris, France

Membership: 36 countries

Budget: EUR 370 million

Secretary-General: Angel Gurría (Mexico)

Secretariat staff: 2 500

Publications: 250 new titles/year

### **4. Responsibilities of an ELSA Delegates**

It is a great honour that ELSA co-operates with OECD, an honour which comes with great opportunities and responsibilities for each ELSA Delegate. Therefore, it is of utmost importance to comply with the responsibilities of an ELSA Delegate set in the Terms and Conditions of ELSA Delegations.

The ELSA Delegate shall:

- Respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- Be aware that ELSA International is a non-political and independent organisation and thus the ELSA Delegate shall not express any political or partisan views on behalf of ELSA International, or any other views that could be assimilated to ELSA International's position, during an ELSA Delegation;
- Represent ELSA International diligently in a professional manner;
- Be academically well-prepared and familiar with the main points of the respective session and related documents;
- Attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by the Head of Delegation;
- Report all activities carried out to ELSA International in the evaluation survey;
- 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 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.

### *HoD To-Do:*

- Trust your fellow ELSA Delegates. They are carefully chosen by the International Board concerning both 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.
- Be the social link between ELSA Delegates. They do not know each other in most of the cases and are alone in a foreign city;
- Keep looking for the greater good. Even if there might be conflicts between single ELSA Delegates ensure that this image is not projected to externals;
- Be innovative. You might face situations you did not expect at all, so do not lose your smile and try to solve it as fast and as efficiently as possible;
- Confirm the delegations' participation in the particular sessions with conference officers;
- Think of sites to go after plenary or workshops. The ELSA Delegation itself is also a great opportunity to socialize for all of the delegates;
- Ensure that the evaluation form is submitted on time to ELSA International.

## **5. General Rules of Conduct**

### **Attendance**

It is extremely important that every ELSA Delegate attends 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 ELSA's reputation. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

At the end of the first day or on the second day of the session, a list of participants should be made available to the delegates at the registry. The Head of Delegation should make sure that names of all ELSA Delegates are spelt correctly. If some of the ELSA Delegates were not able to actually take part in the ELSA Delegation, the Head of Delegation should ask in person at the registry to delete the respective name from the list.

### **Business Cards**

When attending ELSA Delegation, ELSA Delegates have a chance to meet the representatives of Member States or another NGO. Thus, it is recommended to bring your business cards, as there is a custom of exchanging business cards between the participants of

the meeting. Therefore, it is good to have them during the event. When receiving the business card from other participants, take a look at it for about 10 seconds. Put it either in your business card envelope or in the inner pocket of your jacket. Never put it in your trousers pocket and never ever in your back pocket of your trousers. If Asians, especially a Chinese or Japanese gives you a business cards, receive the business card with both hands and bow a little and study it intensively. Same further steps apply.

Each ELSA Delegate is responsible for printing own business cards. A template for the ELSA business card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member.

### **Dress Codes**

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. 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; hair style should not detract from the overall appearance.
- **Jewellery & Piercings**
  - Piercings on a face that is not for cultural purposes or on the ears, it is best to remove the rings or studs during the conference for a professional presentation.

### **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, attaching the statement with the summary of the scientific background. The statement should

<sup>3</sup> These recommendations are from the United Nations Association of the United States of America (UNA-USA). For further information, please visit: [www.unausa.org](http://www.unausa.org)

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 Delegation would be seen as the official point of view of the ELSA's 44 National Groups. Therefore, such a statement should stand in line with ELSA's non-political status.

### **Letter of Confirmation**

After their appointment and confirmation of willingness to participate in an ELSA Delegation, ELSA Delegates receive the Letters of Confirmation from ELSA International confirming their appointment as the ELSA Delegates which may help with fundraising of participation. The Letter of confirmation contains official names of an ELSA Delegate and one's National Group.

### **Evaluation Form**

After the end of the respective ELSA Delegation, each ELSA Delegate is obliged to fill in an online evaluation form. The evaluation form aims to collect the feedback from ELSA Delegates regarding the course of the meeting attended, topics discussed and experience of ELSA Delegates with participation in the project, to help ELSA International to improve ELSA Delegations and to better prepare future ELSA Delegates.

### **Certificate of Participation**

After the evaluation form has been filled out by an ELSA Delegate, ELSA Delegates will receive the Letters of Participation from ELSA International, that will constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that the ELSA Delegate fulfilled his/her duties related to the participation in the ELSA Delegation and completed the evaluation form. The Letter is individual and contains only the name of the ELSA Delegate.

## **6. Paris**

### **ELSA Paris**

E-mail: [elsaparis05@gmail.com](mailto:elsaparis05@gmail.com)

Facebook page: <https://www.facebook.com/elsa.paris05/>

### **ELSA Paris 1 Pantheon-Sorbonne**

E-mail: [paris1@fr.elsa.org](mailto:paris1@fr.elsa.org)

Facebook page: <https://www.facebook.com/ELSAParis1PantheonSorbonne/>

### **ELSA Paris II Assas**

E-mail: [assas@fr.elsa.org](mailto:assas@fr.elsa.org)

Facebook page: <https://www.facebook.com/elsaparis2assas/>

### **ELSA Paris Nanattre**

E-mail: [nanterre@fr.elsa.org](mailto:nanterre@fr.elsa.org)

Facebook page: <https://www.facebook.com/elsaparisnanterre/>

Web-page: <http://www.elsa-france.org/>

### General Information

Paris is the capital of France, which has an area of 105 square kilometres and a population of 2,148,271 within its administrative limits. This city is famous for its many highlights: monuments, museums, restaurants, fashion and its city landscape at the Seine.

Paris is a major rail, highway and air-transport hub, served by the two international airports Paris-Charles de Gaulle and Paris-Orly. The Parisian Metro serves 5.23 million passengers daily, which makes it the second busiest metro system in Europe after Moscow Metro. Paris Gare du Nord is the busiest railway station in the world, outside of Japan, with 262 millions passengers in 2015.<sup>4</sup>

Among Paris's important museums and cultural institutions are the most-visited art museum in the world, the Louvre, as well as the Musée d'Orsay, noted for its collection of French Impressionist art, and the Musée National d'Art Moderne in the Pompidou Centre, the largest collection of modern and contemporary art in Europe. The central area of the city along the Seine River is classified as a UNESCO Heritage Site, and includes many notable monuments, including Notre Dame Cathedral (12th century to 13th century); the Sainte-Chapelle (13th century); the Eiffel Tower (1889); the Grand Palais and Petit Palais (1900); and the Basilica of Sacré-Cœur in Montmartre (1914). In 2015 Paris received 22.2 million visitors, making it one of the world's top tourist destinations. It is also known for its fashion, particularly the twice-yearly Paris Fashion Week, and for its haute cuisine, and three-star restaurants. Most of France's major universities and grandes écoles are located in Paris, as are France's major newspapers, including Le Monde, Le Figaro, and Libération.<sup>5</sup>

### Official Sites

<http://en.parisinfo.com/>

<http://en.visitparisregion.com/>

### Airport and Flights

[www.skyscanner.net](http://www.skyscanner.net)

[www.easyjet.com](http://www.easyjet.com)

[www.flysas.com](http://www.flysas.com)

[www.airbaltic.com](http://www.airbaltic.com)

There are four international airports in Paris: Charles de Gaulle Airport (CDG), Orly Airport (ORY), Paris–Le Bourget Airport (LBG) and Beauvais–Tillé Airport (BVA).

Aéroport de Paris-Charles-de-Gaulle is the largest international airport in France. Airport is located within portions of several communes 25 km to the northeast of Paris.

Aéroport de Paris-Orly is an international airport located partially in Orly and partially in

<sup>4</sup> Paris, available at: <https://en.wikipedia.org/wiki/Paris> (last accessed 4/04/2020).

<sup>5</sup> Ibid.

Villeneuve-le-Roi, 13 km south of Paris.

Aéroport de Paris-Le Bourget is an airport located within portions of the communes of Le Bourget, Bonneuil-en-France, Dugny and Gonesse, 11 km northeast of Paris.

Aéroport de Beauvais-Tillé is an international airport near the city of Beauvais in the commune of Tille in France. It is the tenth busiest airport in France, located 85 km north-northwest of Paris.

## Life in Paris during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in Paris, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

### 1) Accommodation

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in Paris.

#### a. Hostel

	Minimum price range	Medium price range	High price range
<b>Name</b>	The Loft Boutique Hostel	Generator Paris	Young and Happy Latin Quarter
<b>Website</b>	<a href="http://theloft-paris.com/rooms.html">http://theloft-paris.com/rooms.html</a>	<a href="https://staygenerator.com/">https://staygenerator.com/</a>	<a href="https://www.youngandhappy.fr/">https://www.youngandhappy.fr/</a>
<b>Costs</b>	Multi-bed room / person / night from: 23€	Multi-bed room / person / night from: 27-33€	Multi-bed room / person / night from: 30-40€

#### b. Hotel

	Minimum price range	Medium price range	High price range
--	---------------------	--------------------	------------------

<b>Name</b>	Ibis Hotels	Terminus Orleans	Hotel Central, Saint Germain
<b>Website</b>	<a href="https://www.accorhotels.com/geoloc/selectdisplayzone/index.pl.shtml">https://www.accorhotels.com/geoloc/selectdisplayzone/index.pl.shtml</a>	<a href="https://www.paris-hotel-terminus-orleans.com/en/">https://www.paris-hotel-terminus-orleans.com/en/</a>	<a href="https://www.hotelcentral-saintgermain.fr/">https://www.hotelcentral-saintgermain.fr/</a>
<b>Costs</b>	Standard room with 2 single beds / night from: 60 €	Standard single room / night from: 70 €	Standard single room / night from: 120 €

**c. Airbnb**

	<b>Minimum price range</b>	<b>Medium price range</b>	<b>High price range</b>
	Private room / night from:	Apartment / 4 persons / night from:	Apartment / 5 persons / night from:
<b>Costs</b>	60 €	90 €	130

*Other short-terms apartments:*

<https://www.shortstay-apartment.com/paris/>

**2) Public Transportation**

<https://www.ratp.fr/en>

<https://www.introducingparis.com/transportation>

<https://parisbytrain.com/>

Paris has a developed system of transportation. In Paris you can move by Metro, RER trains, busses and trams. Metro opens at 5:30 am and closes at 1 am, buses at 7 am to 8:30 pm. Metro is the best and fastest way to move around the city. You can buy the tickets in the special machines, the price of a single ticket 1.90 euro, if you will use the public transportation quite often it is better to think about buying 10 tickets booklet (16.90 or 14.90 euro). The tickets are valid for 2 hours ride by metro and 1hour 30 minutes by tram or bus after first validation.

To get to the OECD Headquarters you can take metro line 9 (La Muette station), RER C (Avenue Henri Martin or Boulaivilliers station) or busses 22, 32, 52, 63, PC1 (stops: La Muette-Boulaivilliers, Octave Feuillet, Porte de La Muette).

	<b>Navigo Card</b>	<b>One- way ticket</b>	<b>Estimated taxi fare for 5 km</b>
--	--------------------	------------------------	-------------------------------------



## 6) Emergency Phone Numbers

Police: 17

Fire brigade: 18

Ambulance: 15

General Emergency: 112

## 7. Fundraising

Since a participation in an ELSA Delegation can be pricey, the ELSA Delegates may consider to search for some fundraising.

### Where?

- 1) Foundations (consult your Local/National ELSA officers);
- 2) Government – Public administration;
- 3) NGOs;
- 4) Law firms;
- 5) Universities;
- 6) ELSA Network (your own Group and the Local Group of the location for accommodation).

### What to offer?

- 1) Cooperation with Local Group – long term/wider scope;
- 2) Direct information:
  - Personal report – summary,
  - Article;
- 3) Distribute university materials;
- 4) Appearance in materials issued by your Group;
- 5) Promotion, e.g. during events organised by your Group;
- 6) Contacts – speakers, e.g. participation in the events organised by your Group.

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

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

### **General Preparation**

Whilst attending ELSA Delegation you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in few sentences, what is the Association's approach to human rights, what are the flagship project organised by ELSA whether it has previously sent ELSA Delegates to the institution. In order to access these information, visit [elsa.org](http://elsa.org) or contact your Local or National Board.

Understand the whole context of your session, what came before, and what the targets are for the future sessions. Go to the OECD'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 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.

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

Registration might be taking 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 lunch time. 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 OECD premises.

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

The registration desk and entrance to the OECD Headquarters and Conference Centre is located at 2, rue André Pascal, 75016 Paris, France. Please follow the signs and recommendations of the staff.

### **Plenaries**

Remember to arrive to 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 a seat of another delegation, even if it is empty.

If you are attending ELSA Delegation for the first time, you may notice that people around speak with the 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 to leave 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.

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

Make sure to prepare to 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 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.

### **Approaching Other Delegates**

When you plan on approaching other delegates, it is suggested to do it in no more than 2 people. While doing so, smile, make a 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 the positive response from them.

**All this information should be enough for a successful ELSA Delegation. For any other questions do not hesitate to contact the respective Coordinator or Director for ELSA Delegations ([delegations@elsa.org](mailto:delegations@elsa.org)) who can assist you and give you the additional information needed. This is it.**

**May you enjoy your status as the ELSA Delegates!**