

INTERNATIONAL CONFERENCES OF ELSA

SEMINARS & CONFERENCES
2023/2024



elsa

The European Law Students' Association

CHECKLIST KIT

When organising an ICE, it is crucial to respect the deadlines set in the International Council Meeting Decision Book. It is important that the Organising Committee sticks to a tight set of self-imposed deadlines in order to maximise efficiency, avoid difficulties down the road, and reduce stress. Below you will find a recommended timeline you should aim to stick to in order to guarantee a successful and stress-free ICE. The more work you get done early on in the process the easier it will be further down the line!

This document aims to facilitate and simplify the planning of International Conferences of ELSA in the Network. It consists of detailed checklists that every Organising Committee needs to follow step by step.

Should you have any questions regarding International Conferences of ELSA and/or its timeline and deadlines, do not hesitate to contact the Director for International Conferences of ELSA at international.conferences@elsa.org.

Best of luck with planning your International Conferences of ELSA!

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Vice President in charge of
Seminars and Conferences
International Board 2023/2024

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Director for
International Conferences of ELSA
ELSA International Team 2023/2024

5/6 MONTHS BEFORE THE ICE

1. START laying the foundations for what your ICE is going to look like, by answering to the following questions:
 - What is the topic going to be?
 - When will it be held?
 - How long will it last?
 - Where will it be hosted?
 - Who do you plan your Academic Partner to be?

4 MONTHS BEFORE THE ICE

1. The Head of Organising Committee STARTS by recruiting your Organising Committee Members, particularly those most valuable in the early stages of preparation, such as the Head of Academic Programme, the Head of Social Programme, and the Head of Logistics;
2. MAKE early estimates of costs that will be incurred, in order to gauge what budget you will have to spend on:
 - speakers' travel,
 - welcome bags, and
 - other additional expenses;
3. STRUCTURE the academic and social programme (*First draft*);
4. DO RESEARCH on speakers daily and UPDATE the spreadsheet containing speakers' details consequently.

At least 3 MONTHS BEFORE THE ICE starting date

- **Submit the ICE Specification Form**

3 MONTHS BEFORE THE ICE

1. HAVE the template email fully drafted and personalizing emails ready for each individual;
2. SEND OUT your first wave of invitations to potential speakers and continue doing it where necessary. Around the same time, you should be reaching out to potential academic and institutional partners;
3. Your Marketing Team should begin PREPARING the materials to be sent out in the coming months, as well as releasing initial posts to start cultivating interest in the event;
4. The Social Programme Team should be in the process of DEVELOPING the social programme, researching venues, making bookings, arranging discounts, etc.

5. **ATTEND the First Call with the ELSA International ICE Team and submit the form “First ICE Questionnaire”.**

1 MONTH BEFORE THE OPENING OF APPLICATIONS

1. **SUBMIT the Portfolio on conferences.elsa.org**; making sure that it is complete and includes at least a description of the event, information about the venue of the event, a preliminary academic and social programme, the link to the relevant application form, and contact information of the Organising Committee. The application form should cover the name, email, membership status and dietary requirements of the applicant, as well as the part of the ICE which they wish to attend.
2. START publishing the preliminary academic programme.
3. **SUBMIT the form “Final ICE Questionnaire” to ELSA International Team.**

DURING APPLICATIONS PERIOD

1. POST the preliminary academic programme on the day applications for your ICE are launched (at the latest);
2. PROMOTE your ICE on socials, following a catching pre-defined promotion strategy. Before the promotion, MAKE SURE that all marketing materials used are compliant with the ICE Marketing Kit created and made available to the Organising Committees by ELSA International.

2 MONTHS BEFORE THE ICE

1. FLESH OUT your speakers' list and continue sending out invitations to potential academic speakers.
2. AIM to have the venues for the academic programme booked at this point.

1 MONTH BEFORE THE ICE

1. SEND OUT the finalised version of academic & social programme (at latest);
2. DISTRIBUTE the timetable for the ICE and all the academic material among participants;
3. KEEP your participants, speakers, partners, and social venues updated on the event, to maintain their engagement and to ensure that you have their continued involvement.

1 WEEK BEFORE THE ICE

1. The application process for participants should now be closed.
2. SEND OUT reminder emails to all of your speakers to confirm their participation in the ICE, and to ensure their travel and accommodation arrangements are in order;
3. FINALIZE all of the remaining preparations for the start of the ICE.

DURING ICE

1. ASSURE that free wireless internet access is at the disposal of the participants and speakers at the venue of the academic programme;
2. GUARANTEE at least two members of the Organising Committee present during the academic programme and at the disposal of the speakers and participants;
3. REMIND to the participants of the social programme at the end of each day, making sure that at least one member of the Organising Committee is available to provide all necessary assistance to the participants;
4. PROVIDE lunch for every day of the official programme, excluding either the day of arrival or the day of departure;
5. ASSURE that served meals respect dietary restrictions, allergies, and preferences stated by the participants in the application form;
6. OFFER coffee breaks during each day of the academic programme, including at least water, coffee, tea, and snacks;
7. DO NOT FORGET TO distributed water to the speakers;
8. GRANT certificates of participation to the participants who have attended the entire academic programme.

At least 1 MONTH AFTER ICE has ended

1. **SUBMIT the ICE Evaluation Form to ELSA International.**
2. **ATTEND the Final Call with the ELSA International ICE Team.**