



The European Law Students' Association



ICE CHECKLIST

SEMINARS & CONFERENCES 2025/2026



FOREWORD

Without proper planning, organising an ICE can be a very demanding and stressful process where important details may easily be overlooked.

Clear deadlines, personal boundaries and realistic timelines established with the Organising Committee are key to organising a successful ICE. Open communication and a mutual understanding of responsibilities help to prevent last-minute complications and unnecessary stress.

Alongside these fundamental principles, the following recommended timeline is provided in the form of a checklist. This checklist is designed to guide you step by step through the preparation process, helping you to ensure that all critical aspects are covered and allowing you to stay organised, confident and in control while planning the ICE.

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!

Created by (2023)

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5/6 MONTHS BEFORE THE ICE

1. **START** by familiarizing and working through the following questions:

- What will the topic of the ICE be?
- When will it take place?
- How long will the ICE last?
- Where will the ICE be hosted?
- Who is planned to be your Academic Partner?

4 MONTHS BEFORE THE ICE

- **Submit** the ICE Specification Form

1. The Head of Organising Committee starts by recruiting **Organising Committee** Members, with particular focus on positions that are crucial 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 determine the available budget, including but not limited to:

- speakers' travel expenses,
- welcome packages, and
- other additional expenses.

3. **STRUCTURE** the Academic and Social Programmes by preparing a first draft.

4. **CONDUCT RESEARCH** on speakers on a regular basis and **UPDATE** the speakers' spreadsheet accordingly.

3 MONTHS BEFORE THE ICE

1. **FINALISE** the template email and prepare personalised versions for individual speakers and partners.
2. **SEND OUT** the first wave of invitations to potential speakers and continue outreach as necessary. At the same time, begin contacting potential academic and institutional partners.
3. The Marketing Team should **START PREPARING** promotional materials for the coming months and release initial posts to generate interest in the event.
4. The Social Programme Team should be actively **DEVELOPING** the social programme by researching venues, making reservations, arranging discounts, and coordinating logistics.
5. **ATTEND** the First Call with the ELSA International ICE Team and **SUBMIT** the “First ICE Questionnaire” form.
6. **Catering:** preliminary meal plans, locations, and timeline for contacting providers.
 - ☐ Estimate number of participants (incl. organisers, speakers, guests)
 - ☐ Identify dietary requirements
 - ☐ Decide service style: buffet/ plated/ packed meals
 - ☐ Determine where meals will take place
 - ☐ Confirm everything with the venue
 - ☐ Check cancellation policies, payment deadlines and flexibility for last-minute changes
7. **Budget:** financial situation, plans for grants or support, and a draft budget.
 - ☐ Determine total available funds
 - ☐ Check out potential grants, sponsors or institutional support
 - ☐ Assign responsibility for writing applications and sponsor outreach within the OC
 - ☐ The draft budget overview should include the estimated cost per participant as well as conservative vs optimistic scenarios
 - ☐ Regulate and update the budget as confirmations or declines are received.

2 MONTHS BEFORE THE ICE

1. **SUBMIT** the Portfolio on conferences.elsa.org, ensuring that it is complete and includes:

- a description of the event,
- venue information,
- a preliminary academic and social programme,
- a link to the application form, and
- contact details of the Organising Committee.

The application form should collect the applicant's name, email address, membership status, dietary requirements, and the part of the ICE they wish to attend, as well as the ELSA Code of Conduct and GDPR Compliance

2. **PUBLICATION** of the Portfolio and **START** of the Application Period. **SUBMIT** the form "Final ICE Questionnaire" to ELSA International Team.

DURING APPLICATIONS PERIOD

1. **PROMOTE** your ICE on social media according to a clear and predefined promotion strategy. Keep cross-promotion within the different National and Local Groups in mind. Before publishing any content, **ENSURE** that all marketing materials comply with the up-to-date ICE Marketing Kit provided by ELSA International.

2. **EXPAND AND FINALISE** the list of speakers and continue sending invitations where necessary.

3. **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 Programmes (at latest);

2. **DISTRIBUTE** the timetable for the ICE and all the academic material among participants;

3. **MAINTAIN REGULAR COMMUNICATION** with your participants, speakers, partners, and social venues, updated on the event, to maintain their engagement and to ensure that you have their continued involvement.

4. **CLOSE** the participant application process, in accordance with the applications you have received. OCs can close the application period at their own discretion: possibility to have an additional application period.

1 WEEK BEFORE THE ICE

1. **SEND REMINDER EMAILS** to all speakers to confirm their participation and verify travel and accommodation arrangements.

2. **FINALIZE** all remaining logistical and organisational preparations.

DURING THE ICE

1. **ENSURE** free wireless internet access is available at all academic venues.

2. **GUARANTEE** the presence of at least two Organising Committee members during the Academic Programme.

3. **REMIND** participants daily of the Social Programme and ensure at least one Organising Committee member is available to assist.

4. **PROVIDE** lunch on each day of the official programme, excluding either the arrival or departure day.

5. **ENSURE** that all meals respect dietary requirements, allergies, and preferences indicated in the application form.

6. **OFFER** coffee breaks each day, including at least water, coffee, tea, and snacks.

7. **DISTRIBUTE** water to all speakers.

8. **ISSUE** certificates of participation to participants who attended the entire academic programme.

1 MONTH AFTER ICE has ended

1. **SENDING ‘THANK-YOUS’** to speakers, sponsors, participants and OC members.
2. **CONDUCTING** surveys for feedback to gather insights on participants' satisfaction, effectiveness of logistics, and suggestions for future improvements.
3. **SUBMIT** the ICE Evaluation Form to ELSA International.
4. **ATTEND** the Final Evaluation Call with the ELSA International ICE Team.