



The European Law Students' Association

INTERNATIONAL CONFERENCES OF ELSA HANDBOOK

SEMINARS & CONFERENCES 2025/2026

Foreword

For years, the dearest S&Cers of the Network have been organising international conferences. By establishing the project of International Conferences of ELSA, we aim to bring these unique events under the umbrella of regulated projects of S&C. International Conferences of ELSA are an amazing opportunity with unbridled potential. They reflect the core values of ELSA - contributing to legal education while underlining the importance of mutual understanding in the spirit of internationality. They are also the perfect way to raise awareness on new and dynamic areas of the law that students may otherwise not have access to. It offers the chance to shed light on a diverse array of issues within and around the law. Through International Conferences of ELSA, law students and young lawyers have the opportunity to hear about these issues from a diverse and multicultural set of speakers, each offering unique and nuanced opinions. All while meeting like-minded people from across the Network. This Handbook thus aims to facilitate and simplify the organisation of International Conferences of ELSA in the Network. It consists of a detailed explanation of its requirements, how to organise it step-by-step and many useful tips and tricks.

Should you have any questions regarding organising International Conferences of ELSA or this Handbook, do not hesitate to contact the Vice President in charge of Seminars and Conferences of ELSA at seminarsconferences@elsa.org or the Director for International Conferences of ELSA at international.conferences@elsa.org.

Best of luck with organising your International Conferences of ELSA!

Updated by (2025):

Maria Hanswijk

Director for International Conferences of
ELSA

ELSA International 2024/2025

Rodrigo Prelhaz

Vice President in charge of Seminars and
Conferences

ELSA International 2025/2026

Costanza Calandrino

Director for International Conferences of
ELSA

ELSA International 2025/2026

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1. What is an International Conference of ELSA?

International Conferences of ELSA (ICE) are international events organised by Organising Committees of one or more ELSA Groups that fulfil the requirements regulated in Chapter 5 of Part 9 of the International Council Meeting Decision Book. International Conferences of ELSA can be defined by their international outlook, focus on the academic aspects of the law and intention of having an audience largely comprising international participants.

2. General Requirements

Every ICE needs to comply with the requirements set out in the International Council Meeting Decision Book (Decision Book), as listed below:

2.1 Conducted in English

An ICE must be conducted entirely in English. ICEs are international events addressed to an international audience; therefore, all lectures and activities must be carried out in English. All participants should be able to understand and actively participate in the programme. For speakers, it is advisable for you to call or meet them before your event, in order to assess their ability to communicate in English. For participants, it is recommended that the Organising Committee require applicants to state their English-speaking ability in the application form. This can then form part of the decision-making process when selecting participants.

2.2 Lasting for at least 2 days

An ICE must have a minimum duration of 2 days, excluding the date of arrival but including the day of departure. Thus, the event will technically last 3 days in total. In theory, there is no limit to the length of an ICE, meaning it could last as many as 5 days. It should be noted, however, that the longer your event is, the harder it will be for many prospective participants to attend.

For example:

- An ICE organised between 13/04/2025 – 15/04/2025 is considered to last two days (excluding the date of arrival but including the day of departure), thus in accordance with the minimum duration set in the regulations;
- An ICE taking place between 09/07/2025 – 12/07/2025 is considered to last three days (excluding the date of arrival but including the day of departure), thus in accordance with the minimum duration set in the regulations;
- An ICE taking place between 20/06/2025 and 21/06/2025 is considered to last one day (excluding the date of arrival but including the day of departure), thus failing to meet the minimum duration requirement set in the regulations.

Even though the day of arrival is not calculated in the total duration of the ICE, the Organising Committee is free to run events on that day. It is within the discretion of the Organising Committee to schedule the start of the Academic Programme on the day of arrival.

With that being said, it is recommended that the ICE be kept within the space of a weekend, as this makes it more accessible to prospective participants and speakers, whose schedules are more flexible on the weekends.

2.3 Comprising an Academic and Social Programme

An ICE should consist of both Academic and Social Programmes, but does not require a cultural programme. This means that besides lectures/panel discussions/workshops, etc., the Organising Committee is expected to organise social events for every day. The Organising Committee is not, however, under any obligation to organise cultural events, e.g. sightseeing or museum visits.

It is important to bear in mind that even though ICE has some common characteristics with ELSA Law Schools, an ICE **is strictly focused on academic development**, and acquiring knowledge in the respective field is the main goal of the participants of an ICE. The entire programme should be designed to reflect this.

2.4 Academic Programme lasting a minimum of 10 hours

According to the International Council Meeting Decision Book, an ICE lasting for 2 days (excluding the day of arrival!) must contain **at least 10 hours** of the Academic Programme. If your ICE takes place for more than 2 days, the academic programme shall be prolonged by **5 hours for each extra day**. This means that the Organising Committee for an ICE lasting 3 days, for example, must schedule a minimum of 15 hours of Academic Programme in order to meet this requirement.

An Academic Programme can consist of:

- Lectures;
- Seminars;
- Panel discussions;
- Workshops;
- Institutional Visits.

The timeframes of the Academic Programme can be shaped in any manner the Organising Committee sees fit. This means that the Academic Programme of a two-day ICE can start in the afternoon on the day of arrival, last the duration of the following day, and finish with closing remarks on the morning of the final day. Nevertheless, when creating the agenda of your ICE, keep in mind that participants will likely be arriving in the morning/afternoon on the day of arrival and leaving in the afternoon on the day of departure. It is therefore recommended that the Academic Programme start no earlier than late afternoon on the arrival day, around 16:00/17:00,

for example. Take a look at this practical example of the timeframes of the academic programme of an ICE:

Let's say that you are organising a three-day-long ICE (which technically means 4 days, if we include the day of arrival) with 17 hours of an Academic Programme. Possible distribution of the academic hours could be the following:

	Arrival Day	Day 1	Day 2	Day 3
10:00 - 11:00	Arrivals	Academic Programme	Academic Programme	Academic Programme
11:00 - 12:00				Lunch
12:00 - 13:00		Lunch	Lunch	
13:00 - 14:00			Departures	
14:00 - 15:00		Academic Programme		Academic Programme
15:00 - 16:00				
16:00 - 17:00				
17:00 - 18:00	Academic Programme	Social Programme	Social Programme	
18:00 - 19:00				
19:00 - 20:00				

2.5 Close cooperation with an Academic or Institutional Partner

Every ICE needs to be organised in collaboration with an Academic or Institutional Partner. An Academic/Institutional Partner is an entity/a person with whom the Organising Committee can discuss their ideas regarding the topic of the ICE in the initial stage of organisation. The Academic/Institutional Partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law. They might advise on which topics are most pertinent and valuable for the ICE, and help in searching for speakers and providing contact with them. For this reason, it is very important that you work closely with partners as they are the ones who will help you to structure the Academic Programme in order to optimise its quality and appeal.

For example:

- For an ICE on Banking and Finance, prospective academic/institutional partners may be, but are not limited to: a bank, a major accounting firm or a university's economics department.
- For an ICE on Maritime Law, prospective academic/institutional partners may be, but are not limited to: a shipping company or a maritime studies department at a university.

- For an ICE on Refugee Law, academic/institutional partners may include, but are not limited to: a non-governmental organisation, a charity, an international organisation or a refugee law research centre.

2.6 Specified four months in advance

Each ICE must be formally specified through the ICE Specification Form. This form should be submitted at least four months prior to the start of the event indicated within the form. More info on the specification form can be found in Section 3.1 below.

2.7 Promoted via ICE Marketing Kit

To ensure consistent branding and effective outreach, all ICEs should utilise the International Conferences of ELSA Marketing Kit. This kit provides materials and guidelines for promoting the event in a manner that aligns with ELSA's standards.

3. Timeline & Key Deadlines

3.1 Four months prior: Specification via Form

The [ICE Specification Form](#) is a mandatory step to commence organising an ICE. By completing this form, the Organising Committee (OC) provides ELSA International with key details about the event, ensuring it qualifies as an official ICE. Without submitting this form, the event cannot use the label “International Conference of ELSA” and be published on the ICE portfolio.

The form must be submitted at **least 4 months before the event**. If you are unable to meet this deadline, make sure to reach out to ELSA International as soon as possible to explain your situation. We understand that unexpected circumstances can arise, and we will do our best to support you and assess your case for recognition as an ICE.

To complete the Specification Form, the following details must be provided:

- Preliminary Topic: the proposed area of law (e.g., Maritime Law, Environmental Law);
- Preliminary Dates: date of arrival & date of departure;
- Location: city & country;
- Organising ELSA Group(s);
- Tentative Number of Participants;
- Application Period: opening date & closing date;
- Tentative Academic/Institutional Partner;
- Contact Details of the primary OC contact.

All information provided in the Specification Form can be tentative and adjusted as your planning progresses. If you are unsure about completing the form or have questions about the process, you are warmly encouraged to contact the ICE team. They will schedule a preliminary call to guide you through the requirements, address your concerns, and help you take the first steps toward organising a successful ICE.

3.2 Three months prior: Preliminary Programme

Once you have submitted the ICE Specification Form, you will be given access to your draft portfolio on the ICE website and any additional relevant materials. Additionally, you will be invited to your **first planning call** with the ICE Team. During this call, you will discuss the current status of your event and receive coaching tailored to your ICE.

In preparation for this call, you will need to complete the **First ICE Questionnaire**, which helps the ICE Team understand your progress and identify areas where support may be needed. The questionnaire is brief and focuses on key aspects of your ICE, including the:

- **Organising Committee:** status of the OC, number of members, and any challenges;
- **Academic/Institutional Partner:** whether a partner has been secured, their role, and any issues in cooperation;
- **Academic Programme:** duration, speaker invitations, and any difficulties confirming speakers;
- **Social Programme:** planned activities and venue progress;
- **Catering:** preliminary meal plans, locations, and timeline for contacting providers;
- **Budget:** financial situation, plans for grants or support, and a draft budget.

We recommend using the month after you filled out the Specification Form to reflect on these questions and begin shaping your ICE. At this stage, your event should already be taking form, and you should start thinking about the preliminary Academic and Social Programmes.

3.3 Two months prior: Publish Portfolio & Application Form

Once you are approaching the **two-month deadline** for your ICE, you will need to finalise your portfolio on the ICE website and prepare your Application Form. You will also be invited to a **final call** with the ICE Team, to review all aspects of your ICE, confirm that everything is ready for launch, and ensure that no details are overlooked.

Before attending this call, you will be asked to fill out the **Final ICE Questionnaire**. This questionnaire will ask you to elaborate on the progress made in the areas you specified in the **First ICE Questionnaire** - such as the status of your Organising Committee, partner, speakers, and social programme - so that the ICE Team can assess where you may need further assistance or guidance. This call will be an important step in finalising everything for a smooth and successful event. In addition to the previous questionnaire, you are also asked to provide information about your **promotional strategy**.

To ensure that your ICE is ready for launch, you will need to complete the following steps **at least one week before** the two-month deadline, so that they may be reviewed during the final call:

- **Finalise Your ICE Portfolio:** Ensure that all details, including the full **Academic and Social Programmes, location, contact information, and Application Period**, are uploaded and up-to-date. Your portfolio will be published on the ICE website for participants to access;
- **Complete the Application Form:** Ensure that the Application Form is fully set up and ready for potential participants to submit their details. Don't forget to include the ELSA Code of Conduct in your Application Form and ensure GDPR compliance, if applicable.

3.4 One month prior: Final Programme & Confirmed Participants

By the **one-month deadline**, your event should be in its final stages of preparation. At this point, you are required to **send the final Academic Programme** to your participants or ensure it is made accessible through another platform, such as your ICE's website/social media pages. This allows participants to prepare for the event and familiarise themselves with the schedule and topics to be covered. To make sure this has all been progressing well, the ICE Team will schedule a **check-in call** with you, to ensure that everything is covered, and also to help you in any questions that might arise.

Additionally, you must have your **finalised list of participants** ready by this time. All applicants should have been notified of the outcome of their application, and the participant selection process should be complete. It is important to ensure that all confirmations are in place and that the list is finalised, as this information will be used for event logistics, including accommodation, catering, and materials preparation.

3.5 One month after: Evaluation Form

At the latest, **one month after** your ICE has taken place, you are required to submit the **Evaluation Form** to ELSA International. This form is an essential part of the process, allowing you to reflect on the success of the event, identify areas for improvement, and provide valuable feedback on your experience organising the ICE.

In addition to the Evaluation Form, you will be invited to an **evaluation call** with the ICE Team. This call provides an opportunity to discuss your experience in more detail, share insights, and receive feedback on the event's execution. It is also a chance to suggest improvements for future ICEs and to help ELSA International enhance the support offered to organisers.

4. Quality Standards

4.1 General Quality Standards

The General Quality Standards of International Conferences of ELSA shall be the following:

- a. Participants shall be provided with a participants' badge including at least the name of the participant, the venue of the event, and the phone number of the Head of Organising Committee;
- b. Participants shall be provided with a welcome package including at least the programme of the ICE.

4.2 Academic Programme

The Quality Standards of International Conferences of ELSA relating to the Academic Programme of an ELSA ICE shall be the following:

- a. the preliminary Academic Programme shall be published at the latest with the opening of the Application Period and a complete Academic Programme at the latest one month before the starting date;
- b. the materials relevant for the Academic Programme shall be distributed to the participants at least two weeks prior to the starting date;
- c. at least six speakers with various academic backgrounds shall be delivering the Academic Programme;
- d. at least one-third of speakers delivering the Academic Programme shall be international, wherein international means either being based or having an academic or professional background in a different country than that in which ICE is taking place;
- e. free wireless internet access shall be at the disposal of the participants and speakers at the venue of the Academic Programme;
- f. at least two members of the Organising Committee shall be present during the Academic Programme and be at the disposal of the speakers and participants;
- g. a certificate of participation shall be granted to the participants who have attended the entire Academic Programme.

4.3 Social Programme

The Quality Standards of International Conferences of ELSA relating to the Social Programme shall be the following:

- a. the Social Programme shall be provided each day of the official programme with the aim of facilitating networking;
- b. in the case of the organisation of a Gala Ball, there is no obligation imposed on the Organising Committee to organise an additional Social Programme for those participants, who are not attending the Gala Ball.

- c. in the case of the organisation of a Gala Ball, the food and drinks shall respect the dietary restrictions and allergies of the participants and shall correspond to the price of the Gala Ball.
- d. at least one member of the Organising Committee shall be present during the official Social Programme, providing all necessary assistance to the participants.

4.4 Meals

The Quality Standards of International Conferences of ELSA relating to meals served during an ICE shall be the following:

- a. served meals shall respect dietary restrictions, allergies and preferences stated by the participants in the Application Form;
- b. lunch shall be provided for every day of the official programme, excluding either the day of arrival or the day of departure;
- c. coffee breaks shall be provided during each day of the academic programme and shall include at least water, coffee, tea and snacks;
- d. water shall be distributed to the speakers.

4.5 Promotion

The Quality Standards of International Conferences of ELSA relating to the promotion of an ICE shall be the following:

- a. all marketing materials used to promote an ICE shall be compliant with the ICE Marketing Kit created and made available to the Organising Committees by ELSA International;
- b. an ICE portfolio published on the ICE Website shall include at least a description of the event, information about the venue of the event, a preliminary Academic and Social Programmes, the link to the relevant application form, and contact information of the Organising Committee.

5. Finances

5.1 Participation Fees

The Participation Fees of an ICE are to be calculated per day. That means that the fee of each participant will be based on the number of days they wish to attend. For example, if a participant wishes to attend two out of the three days of an ICE, their fee will be the daily fee multiplied by two.

How to calculate fees:

$$\text{Daily Fee} \times \text{Number of Days of Attendance} = \text{Total Fee}$$

The participation fee of the ICE covers:

- academic programme
- social programme
- lunch for every day of attendance
- coffee breaks
- welcome package
- administrative costs (i.e. working material, badges, etc)

Organising Committees are not allowed to charge any extra fees for the services mentioned above unless otherwise indicated in the Extra Fees section of the International Council Meeting Decision Book.

There are various categories of participants that can apply to attend an ICE depending on their membership status and the ELSA National Group they come from. If you are not sure, whether a country favoured or non-favoured is, consult the latest edition of the Decision Book. As of the publication of September 2025 these are the favoured and non-favoured ELSA National Groups:

- a. **Favoured Countries:** Albania, Armenia, Azerbaijan, Georgia, Republic of Moldova, Serbia, and Ukraine.
- b. **Non-Favoured Countries:** Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, and United Kingdom.

The maximum fees are:

- a. **ELSA Member from a non-favoured country:** €45 per day
- b. **ELSA Member from a favoured country:** €39 per day

ELSA Alumni and non-ELSA members may also participate. There is no maximum fee in place for ELSA Alumni, non-ELSA Members, and members of partner organisations, meaning the amount charged is left to the discretion of the Organising Committee. Keep in mind that a notably higher fee for non-ELSA members will make your ICE less appealing and attract fewer participants from outside of ELSA.

5.2 Additional and Extra Fees

If the Organising Committee wishes to host a Gala Ball as a part of their ICE, they may include an additional fee of up to €50. The Organising Committee may make attendance at the Gala Ball optional for the participants, allowing them to decide whether they wish to attend both the ICE and the Gala Ball (and spend the additional fee), or the ICE alone.

If the Organising Committee wishes, they may provide additional services or items in addition to those already covered. These might include hoodies, t-shirts, merchandise or accommodation. These would not be covered by the fees outlined above in relation to the ICE and the Gala Ball, and there is not any maximum fee in place for them. Hence, the Organising Committee set the prices however they see fit. For example:

A participant who has already paid all base fees in relation to the ICE, as well as the additional fee for the Gala Ball. The Organising Committee is offering to provide accommodation for an extra fee of €80. The participant may either find their own accommodation, or pay the extra fee and allow the Organising Committee to arrange accommodation.

Even though the Organising Committee is not required to provide accommodation, past ICE Organisers have managed to successfully gather more applicants and, therefore, participants, by providing accommodation as an Extra Fee. Hence, we recommend that you provide, at least, some suggested accommodation.

6. Contact

If you need any additional assistance, do not hesitate to contact the Director for International Conferences of ELSA at international.conferences@elsa.org. Furthermore, you can always seek support from the Vice President in charge of Seminars & Conferences of the International Board of ELSA at seminarsconferences@elsa.org.