

# INTERNATIONAL CONFERENCES OF ELSA

## “How to organise an ICE”

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*This presentation is prepared by Lodovica Bellora, Director for ICE 2023/2024, aiming to support prospective ICE Organising Committees.*

*It contains a concise explanation of its requirements, Academic & Social Programmes, related Fees, deadlines, and binding Quality Standards.*



The European Law Students' Association

# ICE 101

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*«Focusing on the academic aspects of the law & with the intention of having an audience largely comprising international participants»*

1. ICE's REQUIREMENTS;
2. ACADEMIC PROGRAMME;
3. FINANCES;
4. TIMELINE & DEADLINES;
5. QUALITY STANDARDS.



# 1. Requirements of every ICE

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- Conducted entirely in English;
- Lasting for at least 2 days → The 2 days are calculated **excluding** the day of arrival but **including** the day of departure (thus technically 3 days in total);
- Comprising of an **academic** and **social** programme;
- Being organised in close cooperation with an **academic** or **institutional partner** (e.g. law faculty, public institution, law firm, or any other legal entity specialised in the subject of ICE);
- Including **at least 10 hours** of the academic programme.

*If the duration of the event exceeds 2 days, the total scientific programme shall be prolonged by 5 hours per each extra day.*



## 2. Academic Programme

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- Consists of a **minimum 10 hours** of academic programme → Where an ICE exceeds 2 days, it must be extended by **5 hours for every extra day**;
- **SPEAKERS** → **at least 6 and at least 1/3 of them must have an international background** (“international” = either working abroad at the time of the ICE or they have worked/studied abroad at some point in their career). Coming from different educational and professional backgrounds is highly recommended.
  - Tips on how to find local/national & international speakers → **see Handbook.**
  - Getting in touch with speakers → **consult the “step-by-step guide” on Handbook.**
  - Invitation Letter Template → **read it on Handbook with personalised sentences.**



# 3. Fees

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## Participation fee:

- Max. **42** euro – ELSA members from non-favoured countries/day
- Max. **36** euro – ELSA members from favoured countries/day

*No limitations: Alumni & non-ELSA members may also participate (no maximum fee/OC discretion)*

## Additional fees:

- Max. **50** euro – Gala Ball

## Extra fees:

- **OC discretion** – additional services/merchandise/accommodation



# 3. Fees – What they include

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Participation fee includes:

- Academic and social programmes;
- Coffee breaks;
- Lunch;
- Welcome package;
- Administrative costs.

Accommodation  
is **NOT** included

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# 3. Fees – How to calculate

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**Daily Fee X Number of Days of Attendance = TOTAL FEE**

*Example 1.*

ICE has a minimal duration (2 day incl. the day of arrival, but excluding the day of departure):

- ELSA members from **non-fav.** Countries: **2x41 EUR=82 EUR**
  - We count 2 days, not 3!
- ELSA members from **fav.** Countries: **2x35 EUR= 70 EUR**
  - We count 2 days, not 3!

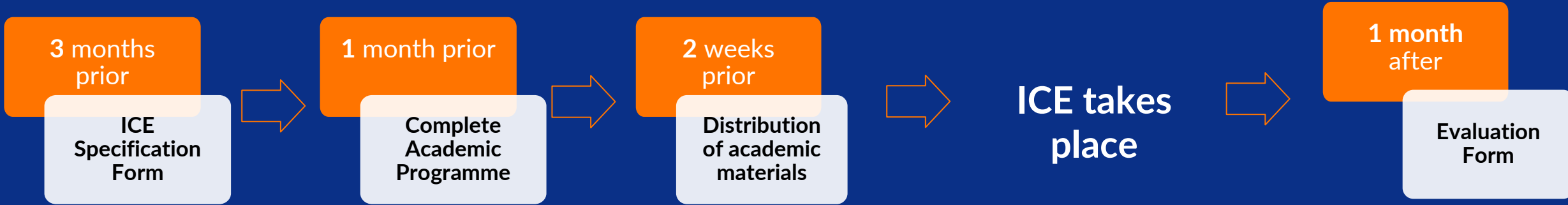
*Example 2.*

ICE has a duration of 4 days in total (that means there is 1 additional day)

- ELSA members from **non-fav.** Countries: **3x41 EUR=123 EUR**
  - We count 3 days, not 4!
- ELSA members from **fav.** Countries: **3x35 EUR= 105 EUR**
  - We count 3 days, not 4!



# 4. Project Timeline & Deadlines





# 4. Timeline - ICE Specification Form & Portfolio

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## ICE SPECIFICATION FORM

- ✓ Preliminary topic
- ✓ Preliminary start and end date
- ✓ City and country
- ✓ Tentative number of participants
- ✓ Starting and ending dates of the application period
- ✓ Tentative academic/institutional partner
- ✓ Contact information

## ICE PORTFOLIO

- ✓ Published on [conferences.elsa.org](https://conferences.elsa.org)
- ✓ Organiser gets a **username** so that one can proceed with creating portfolio on its own (same as with ELS)
- ✓ Usernames will be shared with the organisers shortly after filling in the ICE Specification Form
- ✓ ELSA International assists in the process through **coaching** (→ after the submission of the Specification Form)



## 5. Quality Standards - General

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- 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.



# 5. Quality Standards – Academic Programme

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- There shall be at least **6** speakers with various academic and professional backgrounds;
- At least **1/3** of the speakers shall be **international** (**international** = either being based or having an academic or professional experience in a different country than the country, where an International Conference of ELSA takes place);
- The OC grant participants with a **certificate of participation** after the end of the academic programme of the event;
- There shall be at least **2 OC members present during the academic programme** and be at the disposal of the speakers and participants;
- The OC shall ensure that there is a free wireless internet access at the event venue.



# 5. Quality Standards – Social Programme

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- The OC shall provide social programme with the aim of facilitating **networking** each day of the official programme of the event;
- In the case of the organisation of a **Gala Ball**, there is no obligation imposed on the OC to organise an additional social programme for those participants, who are not attending the gala ball;
- In the case of the organisation of a gala ball, the food and drinks shall meet the dietary restrictions of the participants and shall correspond to the price of the gala ball;
- There shall be at least **1 OC member** present during the social programme, providing all necessary assistance to the participants.



# 5. Quality Standards – Meals

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- There shall be alternative meals provided with **respect to dietary restrictions, allergies and preferences** of the participant in question when **stated in the application form**;
- Lunch shall be provided for **every day of the official programme of ICE, excluding either the day of arrival, or the day of departure**;
- A coffee break shall be provided during **each day of the academic programme of the event**;
- Water, coffee, tea and snacks shall be included in the coffee break;
- Water shall be distributed to the speakers of the event.



# 5. Quality standards – Promotion

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- The OC shall use the International Conferences of ELSA **marketing kit** provided by ELSA International as a part of the **unification** of the programme. The OC shall provide all participants with a **welcome package** including the programme of the International Conference of ELSA;
- ELSA International shall publish **portfolios** of International Conferences of ELSA on the International Conferences of ELSA **website**, based on the information provided by the Organising Committee. **The portfolios shall include at least:** *description of the event, information about the venue of the event, preliminary academic and social programme, link to the relevant application form, and contact information of the Organising Committee.*

**The Organising Committee must comply with all the ICE regulations (incl. fees), following ICE deadlines and procedures.**



# Responsibilities of the OC

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- **Comply with the regulations regarding ICE (incl. fees), follows the deadlines and procedure explained in the previous slides and...**
- Provide all participants with a **welcome package** including the programme of the International Conference of ELSA;
- Grant participants with a **certificate of participation** after the end of the academic programme of the event;



# Q&A

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This presentation serves as a useful tool while planning your future ICE, providing you with a detailed overview of its essential and mandatory traits. Organising Committees should further comprehend the project and its structure, being able to educate their fellow officers on the subject matter.

Should you have any questions regarding ICE or related issues, do not hesitate to contact the **Director for International Conferences of ELSA 2023/2024 (Lodovica Bellora)** at [international.conferences@elsa.org](mailto:international.conferences@elsa.org)

**Best of luck with organising your ICE!**



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