INTERNATIONAL CONFERENCES OF ELSA

elsa
The European Law Students' Association

INTERNATIONAL CONFERENCES OF ELSA
HANDBOOK

SEMINARS AND CONFERENCES 2026/2027



Foreword

International Conferences of ELSA (ICE) have grown into an established S&C project of the Network. With the introduction of the International Conferences of ELSA Cycles, voted on at the International Council Meeting in Brno in April 2026, the project is now entering a new phase, aiming to bring even more structure and visibility to this project. 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. Over the course of a few days, participants dive deep into one specific area of the law, gaining specialised, high-level knowledge directly from academics and professionals in the field. At the same time, International Conferences of ELSA offer valuable networking opportunities, allowing law students and young lawyers to connect with experts and meet like-minded people from across the Network, in a professional setting that prepares them for their future careers. This Handbook therefore aims to facilitate and simplify the organisation of International Conferences of ELSA in the Network, as well as to support the implementation of the International Conferences of ELSA cycles. It provides a detailed explanation of their requirements, a step-by-step guide on how to organise them, and many useful tips and tricks.

Please note that certain information contained in this Handbook is based on the provisions of the Decision Book and may therefore be subject to changes or updates. In case of any uncertainty regarding the current validity of specific information, please refer to the latest edition of the Decision Book.

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!

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Table of Contents

Foreword 1
Table of Contents 3
1. What is an International Conference of ELSA? 4
2. General Requirements 4
2.1 Conducted in English 4
2.2 Lasting for at least 2 days 4
2.3 Comprising an Academic and Social Programme 5
2.4 Academic Programme lasting a minimum of 10 hours 5
2.5 Close cooperation with an Academic or Institutional Partner 7
2.6 Promoted via International Conference of ELSA Marketing Kit 8
2.7 Regulated by a Hosting Agreement 8
3. Project Timeline 8
3.1. Coaching system 8
3.2 International Conferences of ELSA Training Weekends 9
3.3 Unified Promotion 9
3.4 International Conferences of ELSA Cycles 10
3.4.1 Specification Period 10
3.4.2 Preparation Period 10
3.4.3 Application Period and the International Conferences of ELSA Portal 11
3.4.4 Selection Period 11
3.4.5 Event Period 12
3.4.6 Evaluation Period 12
4. Quality Standards 13
4.1 General Quality Standards 13
4.2 Academic Programme 13
4.3 Social Programme 13
4.4 Meals 14
4.5 Promotion 14
5. Networking 14
6. Welfare 15
7. Finances 16
7.1 Participation Fees 16
7.2 Additional and Extra Fees 17
7.3 Alternative Sources of Funding 17
7.3.1. ELSA Development Foundation (EDF) 17
7.3.2. Grants 18
7.3.3. Sponsorships 18
8. Contact 18

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 International Conference of ELSA 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 International Conference of ELSA must be conducted entirely in English. International Conferences of ELSA 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, you should call or meet them before your event 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 International Conference of ELSA 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 International Conference of ELSA, meaning it could last, for example, 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 International Conference of ELSA organised between 13/04/2026 – 15/04/2026 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 International Conference of ELSA taking place between 09/03/2026 – 12/03/2026 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 International Conference of ELSA taking place between 20/04/2026 and 21/04/2026 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 International Conference of ELSA, 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 International Conference of ELSA 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 International Conference of ELSA 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 the International Conference of ELSA has some common characteristics with ELSA Law Schools, an International Conference of ELSA **is strictly focused on academic development**, and acquiring knowledge in the respective field is the main goal of the participants of an International Conference of ELSA. The entire programme should be designed to reflect this.

Therefore, the Organising Committee needs to ensure that the networking activities and social programme are organised in a setting that facilitates meaningful interaction and networking between participants, speakers, partners, sponsors and other relevant stakeholders. Particular attention should be given to creating opportunities for participants to establish professional connections and engage with the partners of the event, as networking constitutes one of the key objectives and distinctive features of an International Conference of ELSA.

2.4 Academic Programme lasting a minimum of 10 hours

According to the International Council Meeting Decision Book, an International Conference of ELSA lasting for 2 days (excluding the day of arrival!) must contain **at least 10 hours** of the Academic Programme. If your International Conference of ELSA 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 International Conference of ELSA lasting 3 days, for

example, must schedule a minimum of 15 hours of Academic Programme to meet this requirement.

An Academic Programme can consist of:

- Lectures;
- Seminars;
- Panel discussions;
- Workshops;
- Institutional Visits;
- Moot Courts, Competitions or Simulations of trials;
- Career or Job Fairs, L@w.

The timeframes of the Academic Programme can be shaped as decided by the Organising Committee. This means that the Academic Programme of a two-day International Conference of ELSA 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 International Conference of ELSA, 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 starts no earlier than late afternoon on the arrival day, around 16:00/17:00, for example. Here is a practical example of the timeline of an International Conference of ELSA Academic Programme.

Let's say that you are organising a two-day-long International Conference of ELSA (which technically means 3 days, including the day of arrival) with 15 hours of an Academic Programme. Possible distribution of the academic hours could be the following:

<table>
<tr><th></th><th>Arrival Day</th><th>Day 1</th><th>Day 2</th></tr>
<tr><td>10:00</td><td rowspan="9">Arrivals</td><td rowspan="4">Academic Programme</td><td rowspan="4">Academic Programme</td></tr>
<tr><td>10:30</td></tr>
<tr><td>11:00</td></tr>
<tr><td>11:30</td></tr>
<tr><td>12:00</td><td rowspan="3">Lunch</td><td rowspan="3">Lunch</td></tr>
<tr><td>12:30</td></tr>
<tr><td>13:00</td></tr>
<tr><td>13:30</td><td rowspan="2">Academic Programme</td><td rowspan="2">Academic Programme</td></tr>
<tr><td>14:00</td></tr>
</table>

<table>
<tr><td>14:30</td><td rowspan="3"></td><td></td><td></td></tr>
<tr><td>15:00</td><td></td><td></td></tr>
<tr><td>15:30</td><td>Coffee Break</td><td>Coffee Break</td></tr>
<tr><td>16:00</td><td rowspan="4">Academic Programme</td><td rowspan="4">Academic Programme</td><td rowspan="4">Academic Programme</td></tr>
<tr><td>16:30</td></tr>
<tr><td>17:00</td></tr>
<tr><td>17:30</td></tr>
<tr><td>18:00</td><td rowspan="4">Free Time</td><td rowspan="4">Free Time</td><td rowspan="14">Departures</td></tr>
<tr><td>18:30</td></tr>
<tr><td>19:00</td></tr>
<tr><td>19:30</td></tr>
<tr><td>20:00</td><td rowspan="7">Social Programme (Optional)</td><td rowspan="7">Social Programme/ Gala Ball</td></tr>
<tr><td>20:30</td></tr>
<tr><td>21:00</td></tr>
<tr><td>21:30</td></tr>
<tr><td>22:00</td></tr>
<tr><td>22:30</td></tr>
<tr><td>23:00</td></tr>
</table>

2.5 Close cooperation with an Academic or Institutional Partne

Every International Conference of ELSA 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 International Conference of ELSA 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 International Conference of ELSA, and help in searching for speakers and providing contact with them, as well as providing a venue for the academic programme. For this reason, it is crucial to collaborate closely with your partners, as their expertise is essential in designing an Academic Programme that is both academically rigorous and appealing to participants.

For example:

- For an International Conference of ELSA 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 International Conference of ELSA 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 International Conference of ELSA 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 Promoted via International Conference of ELSA Marketing Kit

To ensure consistent branding and effective outreach, all International Conferences of ELSA must 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.

2.7 Regulated by a Hosting Agreement

The Hosting Agreement, duly signed by all parties involved, aims to set forth the relations and responsibilities of the parties in the context of the organisation of the International Conference of ELSA. It outlines the responsibilities of ELSA and the OC, terms and termination, quality control on quality standards by ELSA International, financial implications and data protection clauses.

3. Project Timeline

3.1. Coaching system

The International Conferences of ELSA Coaching System was officially introduced in the 2025/2026 term. ELSA International is responsible for coordinating all International Conferences of ELSA and will support you throughout every stage of organising yours.

At the start of the organisational process, ELSA International will assign you a Coach to guide you through all phases of planning your International Conference of ELSA. One coaching call with the assigned Coach per Autumn Cycle is mandatory, and two coaching calls per Spring Cycle are mandatory to ensure that the organisational process is progressing smoothly. Additional

meetings may be arranged if deemed necessary by the Organising Committee and/or the coach. In addition to the Coach's support, the International Conferences of ELSA Team will periodically send you mandatory questionnaires to monitor your organisational progress and gather general updates on the status of the event.

A smooth and effective collaboration between the Coach and the Organising Committee is key to ensuring the success of your International Conference of ELSA!

3.2 International Conferences of ELSA Training Weekends

The International Board organises the Autumn International Conferences of ELSA Training Weekend and the Spring International Conferences of ELSA Training Weekend. **Each** International Conference of ELSA Cycle shall have one Training Weekend.

The International Conferences of ELSA Training Weekends are designed to give Organising Committees (OCs) the knowledge they need to organise an International Conference of ELSA. The Vice President in charge of Seminars and Conferences and the International Conferences of ELSA Team run workshops and sessions to train the OCs. Participants can ask questions, learn from the experience of other Officers and gain insight into crisis management, legal matters, finances, marketing, formal communication and many other aspects of organising an International Conference of ELSA.

Bear in mind that having (at least) 1 member of your Organising Committee in the Training Weekend is required by the Hosting Agreement.

3.3 Unified Promotion

ELSA International is responsible for coordinating the unified application process for all International Conferences of ELSA through the International Conferences of ELSA Portal, ELSA's social media channels and mailing lists, and collecting all the applications received.

ELSA International also creates a unified marketing kit before the opening of the application period, which is necessary for every OC to use when creating their marketing materials. Each OC has to conduct their own promotion by using the International Conferences of ELSA unified marketing kit within the designated period, as specified in the respective International Conferences of ELSA Cycle Calendar. There are no restrictions regarding opening social media pages and/or websites. However, such pages are required to have certain characteristics:

- First of all, the name for social media profiles for International Conferences of ELSA shall follow the following format: "ICE/International Conference of ELSA (Name of Country or City) on (Topic)". e.g.: ICE Athens on Maritime Law.
- The profile picture of the page should be the logo of the International Conferences of ELSA. It is not mandatory to have a designated logo for the International Conference of ELSA; however, having one surely offers a more professional image to your International

Conference of ELSA. If you opt not to have one, you can use the logo of your Local/National Board as a profile picture.

3.4 International Conferences of ELSA Cycles

The International Conferences of ELSA Calendars specify deadlines and periods which are binding for the OC of International Conferences of ELSA. During one academic year, there shall be two International Conferences of ELSA Cycles: the Autumn International Conferences of ELSA Cycle and the Spring International Conferences of ELSA Cycle.

To qualify for the **Autumn International Conferences of ELSA Cycle**, the International Conference of ELSA shall take place between the **last Sunday of September and the second Sunday of December**, and to qualify for the **Spring International Conferences of ELSA Cycle**, the International Conference shall take place between the **third Sunday of February and the last Sunday of May**. The International Conferences of ELSA Cycles comprise six periods: Specification, Preparation, Application, Selection, Event, and Evaluation.

3.4.1 Specification Period

During the **Specification Period**, the start of the respective International Conferences of ELSA Cycle is announced by ELSA International. The announcement is made by sending the **International Conferences of ELSA Specification Form** together with the respective **International Conferences of ELSA Calendar** by 11th of July for the Autumn Cycle and by 12th of December for the Spring Cycle. These Calendars include a set of binding deadlines with which each OC must comply when organising an International Conference of ELSA.

In the very early initial stages, you should begin laying the foundations for what your International Conference of ELSA is going to look like. What is the topic going to be? When will it be held? Where will it be hosted? You should be looking to answer the fundamental questions which relate to a large-scale event such as this.

The specification period ends by the **15th of August for the Autumn Cycle** and by the **10th of January for the Spring Cycle**.

Once you have submitted the Specification Form, ELSA International will assign you a Coach from the International Conferences of ELSA Team. As Head of OC, you will then be asked to sign the International Conference of ELSA Hosting Agreement together with your group's legal representative. You will also need to sign ELSA International's Joint Controllership Agreement.

3.4.2 Preparation Period

The deadline for filling in the Specification Form marks the beginning of the Preparation Period. In order to facilitate communication, ELSA International establishes a **WhatsApp group for Heads of OCs**, which will be used as a primary communication channel together with email.

As the Head of OC, start by recruiting your OC Members, particularly those most valuable in the early stages of preparation, such as the Head of Academic Programme, Head of Finances, the Head of Logistics (and if needed, Heads of Meals and Transportation or Head of Social Programme). Firstly, it is a good idea to make early estimates of costs which will be incurred to gauge what budget you will have to spend on speakers' travel, welcome bags and other additional expenses. Secondly, finding an Academic/Institutional Partner, which will ensure the quality of the Academic Programme and assist you in approaching speakers and determining the subtopics of the lectures/workshops, is crucial. The structure of the Academic and Social Programmes should begin to take shape at this point. You may alter this plan later in the process; you do not need to worry about committing to one structure. Research on speakers will also be well underway, and a spreadsheet containing speakers' details should be developed.

3.4.3 Application Period and the International Conferences of ELSA Portal

The International Conferences of ELSA Portal is a website that offers all types of information accessible about International Conferences of ELSA to the public, hence being the main channel for promotion related to International Conferences of ELSA.

ELSA International is responsible for managing the portal and the allocation of login details for each Head of OC. After the allocation, the Head of OC shall upload their International Conference of ELSA portfolio to the Portal before the announced deadline. Each International Conference of ELSA portfolio includes information about the city, intended number of participants, the date of arrival/departure, name of the Academic/Institutional Partner, and Academic/Social Programmes of the International Conference of ELSA.

ELSA International will review the International Conferences of ELSA Portal to make sure it complies with the regulations, and will raise any issues or inconsistencies with the OCs. In case of any doubt regarding the regulations, contact your Coach before uploading any information to the Portal. The applications can only be accepted through the unified International Conferences of ELSA Portal.

3.4.4 Selection Period

In the first week after the application deadline, **the selected applicants should be contacted via email.** The email should congratulate the applicant and request confirmation of their participation. Furthermore, the email shall include the attached invoice based on their application and a clear statement that the invoice needs to be paid by a specified date; otherwise, the application is cancelled. **It is advisable to give the selected applicants no longer than a week, or five working days, to pay their fee.**

You should require the successful applicant to reply to the e-mail with a copy of the confirmation of their bank transfer for the full fee, or at least a confirmation document that the fee has been transferred by the bank, considering that bank transfers from abroad could take a couple of days to reach your bank account! Therefore, after you select the participants, you should inform the

respective applicants by kindly asking them to confirm their participation and to pay their fees as soon as possible.

In accordance with the Terms and Conditions of International Conferences of ELSA, the applicant becomes a participant once you inform them that their application has been accepted, at which point an agreement will come into force between you and them. As a result of this agreement, they have an obligation to pay the full amount of fee. Also keep in mind that if you take too much time on selection, it is very likely that applicants on hold will make alternative plans.

The OC has full discretion in selecting the applicants; however, the following criteria are recommended:

- Academic background and relevant professional experience;
- Motivation letter;
- ELSA Experience;
- Level of English.

The aim is to make the International Conference of ELSA as academically and culturally diverse as possible; so OCs are encouraged to select participants from a range of countries and backgrounds. This diversity is also what makes the International Conferences of ELSA such a valuable networking opportunity: participants build connections with law students and young lawyers from across the Network, and these connections often last well beyond the event itself.

International Conferences of ELSA are open to anyone, of any age and nationality, including both ELSA members and non-ELSA members. The goal of the OC should also be to create a group as cohesive as possible, for making the best of the Academic Programme. It is also important to keep in mind that even locals and members of the organising ELSA Group can apply and participate in the International Conference of ELSA.

3.4.5 Event Period

You should open a participants group on WhatsApp at least one or two weeks before your International Conference of ELSA to make communication streamlined and to allow them to familiarise themselves with the OC. You can also share pictures taken during the event there. Additionally, send an email to all participants before the event providing the working materials, including the timetable of the event, venue address for accommodation, Academic and Social programmes, speakers' information, and background reading for the Academic Programme.

3.4.6 Evaluation Period

There are two Evaluation Forms provided by ELSA International that need to be completed. Firstly, the OC shall send ELSA International a list of their selected participants, including their contact information, by the respective deadline as stated in the Cycle Calendar. Subsequently,

ELSA International sends out the International Conferences of ELSA Participants' Evaluation Form to the respective participants in order to carry out evaluation of the whole process of the event by the end of each month following the respective International Conferences of ELSA. Secondly, after acquiring feedback from the participants, OC, partners and any other entity involved in the organisational process of the International Conference of ELSA, the Head of the OC or a designated member of the OC shall fill in the International Conferences of ELSA Evaluation Form by the announced deadline.

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 International Conference of ELSA.

4.2 Academic Programme

The Quality Standards of International Conferences of ELSA relating to the Academic Programme of an International Conference of ELSA 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 the International Conference of ELSA 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. a 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. when organising 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 International Conference of ELSA 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 International Conference of ELSA shall be the following:

a. all marketing materials used to promote an International Conference of ELSA shall be compliant with the International Conference of ELSA Marketing Kit created and made available to the Organising Committees by ELSA International;
b. An International Conference of ELSA portfolio published on the International Conference of ELSA 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. Networking

Networking is one of the key elements of an ICE and should be an integral part of the event. The OC should make sure that the programme provides participants with opportunities to connect not only with each other but also with speakers, partners, sponsors and other relevant professionals.

Networking should not be limited to informal conversations during coffee breaks. The OC is encouraged to include dedicated networking opportunities throughout the programme and create an environment where participants feel comfortable approaching and interacting with professionals and partners.

When planning the programme, the OC should consider how networking can be incorporated into both academic sessions and social activities. For example, after lectures and panel discussions, participants could be given additional time to approach speakers, ask questions and continue conversations. During lunches and dinners, mixed seating arrangements can encourage participants to meet people they have not interacted with before. Speakers and partner representatives can also be invited to join participants during coffee breaks or meals rather than keeping these interactions limited to formal sessions.

The aim is to ensure that participants leave the ICE not only with new knowledge and experiences but also with valuable professional connections, new perspectives and opportunities that can extend beyond the event.

6. Welfare

Welfare is an important aspect of the planning and implementation of an International Conference. The Code of Conduct applicable to projects coordinated by ELSA International also applies to International Conferences, and the Organising Committee is encouraged to take appropriate measures to create and maintain a safe, respectful, and inclusive environment throughout the project, both for participants and members of the Organising Committee.

There are various measures that can be taken to support the effective implementation of the Code of Conduct throughout the Conference. As a starting point, the Organising Committee may consider appointing a Welfare Officer who can support the welfare of participants and serve as a designated point of contact for any concerns or incidents relating to the Code of Conduct.

The applicable Code of Conduct can be shared with all participants in advance and made easily accessible throughout the Conference. It is also advisable to provide participants with the contact details of the Welfare Officer. As an additional measure, the Organising Committee may consider creating an easily accessible anonymous form through which participants can raise concerns or provide feedback.

To further ensure that participants are familiar with the applicable standards and available support mechanisms, the Organising Committee may organise a short welfare and Code of Conduct presentation at the beginning of the Conference. This can be delivered by the Welfare Officer or another designated member of the Organising Committee and may cover the key principles of the Code of Conduct, available support, and the channels through which concerns can be reported.

These measures can contribute to ensuring that the Code of Conduct is not merely communicated to participants, but is actively implemented and reflected throughout the Conference.

7. Finances

7.1 Participation Fees

The Participation Fees of an International Conference of ELSA 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 International Conference of ELSA, their fee will be the daily fee multiplied by two.

How to calculate fees:

Daily Fee X Number of Days of Attendance = Total Fee

The participation fee of the International Conference of ELSA covers:

- academic programme;
- social programme;
- lunch for every day of the official programme, excluding either the day of arrival or the day of departure;
- at least one coffee break during each day of the official programme;
- welcome package;
- administrative costs (i.e. working materials, 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 International Conference of ELSA depending on their membership status and the ELSA National Group they come from. If you are not sure whether a country is favoured or non-favoured, consult the latest edition of the Decision Book.

The maximum fees are (as of August 2026):

a. **ELSA Member from a non-favoured country:** €47 per day

b. **ELSA Member from a favoured country:** €41 per day

The maximum participation fees for the International Conference of ELSA are subject to periodic indexation based on the euro inflation rate published by the European Central Bank (ECB). The fees are adjusted twice a year, in January and August, in accordance with the applicable inflation rate and the rules set out in the latest edition of the Decision Book.

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 International Conference of ELSA less appealing and attract fewer participants from outside of ELSA.

7.2 Additional and Extra Fees

If the Organising Committee wishes to host a Gala Ball as a part of their International Conference of ELSA, 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 International Conference of ELSA and the Gala Ball (and pay the additional fee), or the International Conference of ELSA 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 International Conference of ELSA and the Gala Ball, and there is no maximum fee in place for them. Hence, the Organising Committee set the prices however they see fit. For example:

Consider a participant, one who has already paid all fees in relation to the International Conference of ELSA, 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 International Conference of ELSA 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.

7.3 Alternative Sources of Funding

7.3.1. ELSA Development Foundation (EDF)

The ELSA Development Foundation (EDF) is a source of financial support that can be considered when planning the budget of an International Conference of ELSA. As the International Conference of ELSA constitutes projects connected to the Key Areas of ELSA, they are eligible for financial assistance through the EDF, provided that the applicable requirements and conditions are fulfilled. For further information on the eligibility criteria, application procedure, timelines, and other applicable requirements, please refer to the EDF Guidelines.

7.3.2. Grants

Grants are another potential source of financial support for an International Conference of ELSA. Grant opportunities may be available from a wide range of sources, including national and local public authorities, ministries and public agencies, municipalities (municipal and regional development programmes) and City Halls, universities and other academic institutions, non-governmental organisations, foundations, civic and community initiatives, environmental programmes, and other public or private funding bodies.

National Groups and Local Groups may also apply for international grants in accordance with the provisions of the Decision Book. For an overview of available grant opportunities and further information on their respective requirements and application procedures, please refer to the ELSA Grants Database.

7.3.3. Sponsorships

Sponsorships can serve as an important source of financial or in-kind support for an International Conference of ELSA.

A successful sponsorship approach should focus on establishing a mutually beneficial partnership between the respective OC and the sponsor. When communicating with potential sponsors, it is important to clearly demonstrate the value and benefits that the partnership can provide to them, rather than focusing solely on the financial support requested. Depending on the sponsor and the nature of the Conference, these benefits may include brand visibility, promotional opportunities, access to participants, networking opportunities, speaking opportunities, or other tailored benefits. A clear and well-structured sponsorship package can help communicate these opportunities and create a partnership that benefits both parties.

Further tips and guidance on effective communication and engagement with potential sponsors can be found in the Speakers and Contributors Booklet.

8. 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.