

# International Conferences of ELSA

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Explanation of the new regulations and the unification system



The European Law Students' Association

# Foreword

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This short guideline serves as an **explanation** of the regulations regarding International Conferences of ELSA that were voted in favour at ICM Constanta. All the regulations **will be enforced only after the updated International Council Meeting Decision Book will be published** (by the end of December 2019). Until then, the OC does not have to comply with those. If you are already in the middle of organisation of your ICE, such cases will be discussed **individually**. The first year of enforcement of those regulations is treated therefore as a **transition year**, wherein we will slowly try to implement the unification of ICE.

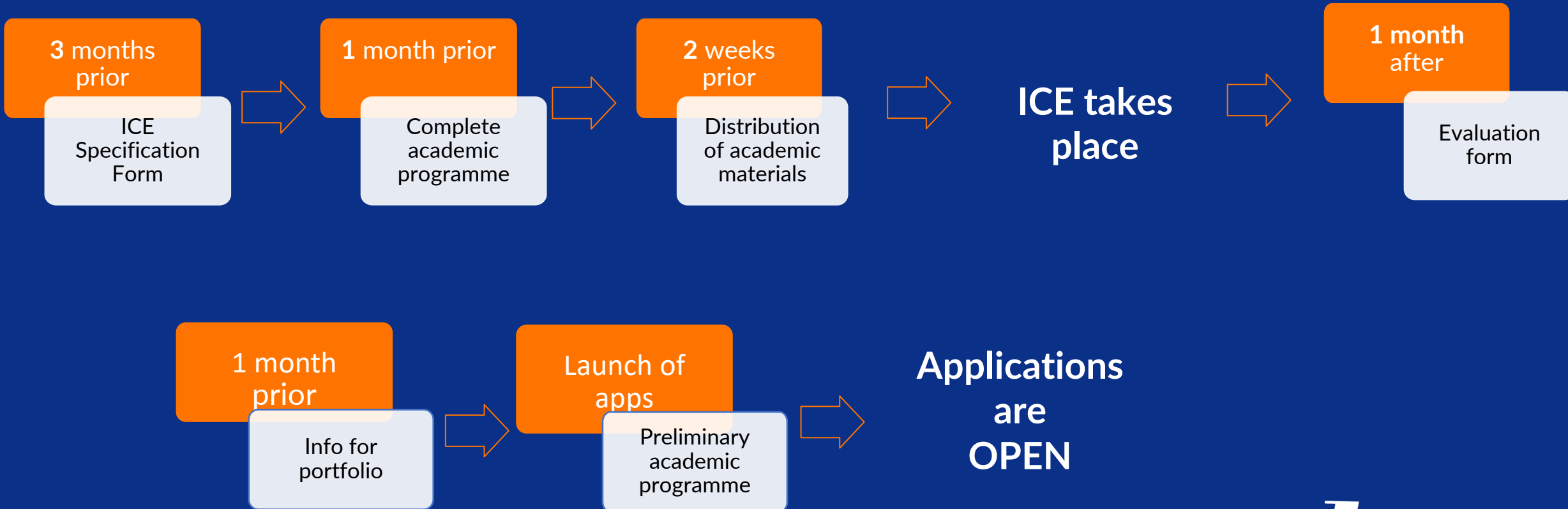
We hope this short presentation will help you **planning** organisation of your ICE, as well as **educating** your fellow officers on the subject matter.

Should you have any questions, please direct them to **the Director for International Conferences of ELSA – Alkistis at [international.conferences@elsa.org](mailto:international.conferences@elsa.org)**



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# Project timeline



# ICE Specification Form - content

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

The **ICE Specification Form** will be created shortly after the regulations regarding ICE are **enforced** and **shared** with the Network



# Portfolio of your ICE

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- 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 will assist in the process throughout coaching



# Requirements of ICE

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- 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**
- 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.***



# Fees

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## Participation fee:

- Max. **35** euro – ELSA members from non-favoured countries/day
- Max. **30** euro – ELSA members from favoured countries/day
- No limitations – alumni, non-members

## Extra fees:

- Max. **50** euro – Gala Ball



# Fees

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Participation fee includes:

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

Accommodation  
is **NOT** included

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# 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;

The logo for ELSA, featuring the word "elsa" in a white, lowercase, serif font.

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# Quality Standards - general

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- The OC shall be a responsible party in relation to all matters involving participants and speakers;
- The OC shall provide all participants with a **participant badge** including at least the name of the participant, the address of the venue of the event and the phone number of the Head of OC;
- The OC shall ensure that the premises where the programme of the International Conference of ELSA takes place are compliant with the relevant industry safety standards.



# 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 shall ensure that there are materials deemed necessary by the speaker e.g. flip chart, flip chart papers, markers and a video projector, at their disposal;
- The OC shall ensure that there is a free wireless internet access at the event venue;
- There shall be at least **2** OC members present during the academic programme and be at the disposal of the speakers and participants.



# 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;



# 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.



# 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;
- 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;*
- The Organising Committee shall at all times **follow the rules of ELSA's Corporate Identity** (take a look at [officers.elsa.org](http://officers.elsa.org) → MKT → “brandbook”)

The **marketing kit** will be shared with the Network in **December/January** and will include i.a.:

- templates for **cover photos and posts**
- **Rules** on the unification of ICE

