

# ELSA

## Institutional Visits Handbook

The European Law Students' Association



*elsa*

The European Law Students' Association

## Foreword

Dear Institutional Visits organisers, Dear S&C enthusiasts,

In front of you is the first edition of the Institutional Visits Handbook. It is the one of the numerous tools we have in the S&C area, it will help you, in a very specific and practical, way to organise an Institutional Visit.

The working group that drafted the Handbook was led by an idea to provide organisers with practical inputs on how to organise an Institutional Visit with a step by step approach by using valuable firsthand experience. Therefore, we hope this tool will find its place in the archive of every S&C'er in the Network and it will be of good use.

We want to thank the amazing Working Group consisting of Frida Fostvedt from ELSA Norway, Anna Haipola from ELSA Finland and the Chair of the Working Group - Lilla Legradi, Assistant for Institutional Visits in EI 2013/2014, from ELSA Hungary, for the astonishing work they did with this Handbook and for sharing their enormous experience with all of us.

We also want to express our gratitude to the S&C officers of the terms 2013/2014 and 2014/2015 who gave their input on the content of the Handbook during ICM Malta and KAM Prague. Last, but certainly not least, we want to thank our Assistant for Institutional Visits and Study Visits Patrick Zischeck, who did the final formatting and visual editing of the Handbook. Without the amazing work done by the above people, this Handbook would never be in front of us.

The tools are here to be used, as ainspiration and help from them and a source of assistance. Therefore, we hope this Handbook will be used and spread all around the Network. Use it and don't hesitate to send us any input for its improvement.

We wish you many successful Institutional Visits!



Ana Roce  
VP S&C 2013/2014



Marko Dolenc  
VP S&C 2014/2015

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## What is an Institutional Visit?

Institutional Visits (IV) are visits to governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions, where the main purpose of the event is the visit itself (Decision Book page 79).

Institutional Visits can be local (situated in the town of the organising group), national (situated in the country of the organising group) and international (institutions situated in a foreign country/ international institutions situated in your country).

For example: EU institutions, CoE, parliaments, ministries, courts, public administration offices, embassies, law enforcement authorities, non-governmental organizations, universities, stock market, prisons etc.

In a nutshell, IV is an event during which you give your members the opportunity to get to know the work of different types of institutions first hand and benefit from the fact that the trip is completely organised by motivated ELSA Officers.

## Why organise an Institutional Visit?

10 reasons why you shouldn't miss the opportunity to organise an IV:

1. You will offer a unique opportunity to your members.
2. As an Officer you will gain valuable experience in how to approach national/international institutions and develop your project management skills.
3. Getting to know potential future workplaces and learning about internship possibilities with personal contacts to the institution.
4. Providing law students and young lawyers an opportunity to understand the functioning of governmental or non-governmental organizations, private institutions, universities or other institutions of higher education.
5. The Opportunity to get direct information on governmental or non-governmental organizations, private institutions, universities or other institutions of higher education.
6. Developing international cooperation, exchange of information and experience.
7. Working together and reflecting on various jobrelated issues and sharing different points of views.
8. Enjoying both academic and social programmes.
9. Travelling to, and exploring, a different city.



10. Getting to know other participants of the visit - traveling together can make you friends for life!

## Organising an Institutional Visit

### *Timeline*



The first step of planning is to establish a timeline to give you reasonable time for all the tasks. You must accept that the timeline itself can not be kept strictly during your planning process, but it is a good starting point. The timeline depends of the type and size of the visit, so you need to adjust it for every event. Here is example of an International Institutional Visit for 30 participants.

**One year** before the event: Start researching different institutions that would be beneficial for your members to visit. The success of your IV largely depends on the choice of your institution and cities so try to gather as

much information as possible before your final decision.

After you have decided upon the destination and the time, you should form an Organising Committee (OC), depending on the size of your project and the expected number of participants. It is not recommended to have an OC of more than 7 members, as it will be hard to coordinate that many people.

**10 months** before the event: When you've decided the topic and main institutions for the IV you should start looking for travel options, especially for larger events (e.g. for a trip overseas you may need to travel by plane).

**8 months** before the event: When you have an estimated number of participants you can start searching for accommodation. It is really important to do it in advance as good opportunities get booked many months in advance.

**6 months** before the event: Finalise travel arrangements if you are travelling by plane, contact institutions if they are popular and you are not flexible about your programme.

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**4 months** before the event: Contact ELSA International and the institutions you wish to visit (popular institutions should be contacted earlier e.g. - months before).

**2 months** before the event: Finalize travel and accommodation arrangements, the list of participants and the organise social programme and meals.

**1 month** before the event: Start preparing your participants for the trip, send them information about the institutions, accommodation, country and the cultural/social programme.

**After the event:** Evaluation, thank you letters to sponsors and institutions, bookkeeping.

### Organisers

There are different ways to organise an Institutional Visit. You can have a director, assistants, or an organising committee.



An Organising Committee (OC) should consist of between 2 and 7 members (depending on the destination, length, programme, the group, experience). They are in charge of different tasks: academic programme, social programme, fundraising, logistics etc.

To ensure that you have a motivated OC you can ask the candidates to send motivation letters, and chose based on those or you can conduct interviews. It's important that you find

organisers that are responsible and reliable.

The division of the tasks depends on the size of event (e.g.: For bigger trips you can have a leader, treasurer, two responsible for the academic programme, two responsible for logistics, and for a smaller trip just a leader and an assistant).

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### *The group*

The size of the group depends on what the Organising Committee (OC) chooses, but it shouldn't be more than 30 participants (usually that is the maximum number that the institutions can accept). Also be aware that some institutions don't accept groups of under 20 participants. The group can consist of postgraduate students or graduate students, or a mixture.



### *Academic programme*

The academic programme can consist of visits to governmental or non-governmental organisations, public administration bodies or private institutions.

We will give you suggestions of how to organise the academic programme in the most efficient way later on in this guide



The academic programme is usually organised by the institutions you are visiting, so you don't need to take care of that. However, the institutions sometimes ask you what the group's main interests are, so make sure you know what they are. Many institutions offer different options for visitors, check them out and see how they fit in your schedule. It can also be helpful to inform the speakers about the level of knowledge of the visitors beforehand so that they can

adjust their presentation for law students' (undergraduate/bachelor/master/graduate) needs. The most successful visits are usually those designed specifically for your group. It is not recommended to book more than two institutions per day, as participants will get really tired and they won't be able to participate as actively as they should. You should also leave some time for the cultural and social programme.

You should prepare some questions for the speakers at the institution and encourage your participants to do the same. It will help if you give them tips about literature related to the topic or the institution beforehand. It is recommended that you contact your home faculty and the professors in charge of the field of law e.g. the Professor of European Union Law could work as an academic coordinator for a visit to EU Institutions. They can recommend articles and other reading materials for participants or even hold preparatory lectures.

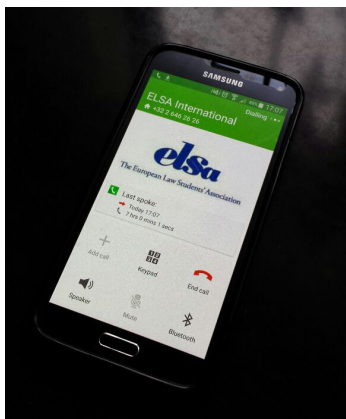
## Institutional Visits Handbook

You can also ask your faculty if it is possible to gain ECTS credits by participating to the institutional visit and/or preparatory lectures. Sometimes this requires some extra work, e.g. writing essays, but it may be rewarding for the participants to be able to advance in their studies by doing something other than exams.

Contacting institutions via the embassy or your home university might help you (see sample letter in Annex I). You can also obtain recommendations about places to visit and the contact details of the contact person from the embassy or university.

### ***Arranging the visits***

#### *Contacting ELSA International*



In order to maintain ELSA's good reputation across Europe, it's a necessity that the International Board (IB) is aware of the groups travelling around representing ELSA. This procedure is regulated under "Institutional Relations" in the BEE part of the Decision Book, page 19.

The most important thing is to contact the IB as early as possible. Provide enough information about your trip, and provide the list of institutions that you would like to contact for a visit. The IB will give you an answer within two weeks, and, if you don't get an answer by then, you are free to contact the institution.

You should contact the IB through the VP S&C in your National Board. That way, the National Board is also aware of your visit.

You can contact of the VP S&C ELSA International at: [vpssc@elsa.org](mailto:vpssc@elsa.org).

#### *Contacting the National Group in the country that you are visiting*

If you are visiting a National Institution in another country you need to ask permission of the National Group of that country. They also need to give you an answer within 2 weeks, after which you can contact the institution.



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### Contacting the institutions

After getting approval from the IB or the respective National Group, you can start contacting the institutions you want to visit.

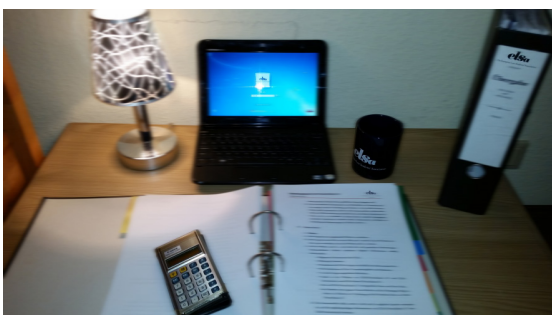
For visits outside of Europe you should start contacting institutions 6 months in advance. This also applies for visits to very popular and busy institutions in Europe. For other institutions you can wait a couple of months, but don't wait too long, especially if your travel plans are set, or you have a tight schedule for the academic programme.



Information about the institutions, and contact information, is usually found on their websites and also in the Institutional Guide which you can find on the ELSA homepage. However, the best way to get in touch with an institution is to have a personal contact. Therefore, always start by asking your fellow board members or national officers if they have any relevant contacts.

Other ELSA groups that have organised an IV to the same city, ELSA Alumni in the organization or professors at your university may have contacts as well. Another safe bet is to contact your home country's embassy in the country you're visiting. They often know which institutions are worth visiting.

### **Financial management**



One of the first things to do when organising an IV is the budget, in cooperation with the treasurer. Remember to keep the treasurer updated and stick to the budget. Always remember to prepare for unforeseen expenses: a good rule is to add 10 % extra costs to the budget.

Ask hostels, restaurants etc. for group offers and book flights and/or trains well in advance. Hiring a bus for the group might be cheaper and also create a comfortable road trip feeling for the participants.

While drafting the budget take all the costs you might have (travel, accommodation, meals, entrance fees, marketing materials, OC costs etc.) into consideration. See Annex II.

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Typical challenges are not getting the grant you applied for, or getting feedback too late. You can always try applying for other grants. Another option is that your Local or National Group compensates the shortfall in the budget. If that is not possible, you can ask the participants if they would be willing to pay a bit more each in order to make the trip possible. The worst case scenario is to cancel the whole event.

Often, the participants fee will be the main income in the budget. Therefore it is a good idea to make the participants sign a written agreement where they agree to pay the fee and participate to the event or cancel in due time. Despite the agreement it is recommended to have a reserve list of participants.

### ***Fundraising***

The best way to secure successful fundraising is to do proper research and start applying early. Many grants have very specific conditions for giving out grants. Try to adapt the topic of your IV, and write the application according to these conditions, to increase your chance of getting a grant substantially.



Grants are often national, so be sure to contact your national board and other local groups before you apply.

### *Grant suggestions:*

- The European Parliament has several options for funding visits to Brussels and Strasbourg.
- Grants to groups: Contact the Europe Direct contact point in your country: [http://europa.eu/europedirect/meet\\_us/index\\_en.htm](http://europa.eu/europedirect/meet_us/index_en.htm).
- Bar Associations, Associations of Lawyers sometimes give out grants for law students for studying purposes. If there are no open calls for applications, you can contact them directly or send an open application.
- Universities sometimes support their students' visits to international institutions. They can be counted as studies abroad if participants get credits. Contact your faculty, home university or your local student association.
- Different national foundations give out grants, especially for talented students for their studies. Encourage your participants to apply!
- ELS Grants: Read more at <http://elslawyer.org/supporting-elsa/els-grants/>

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- ELSA Development Foundation: Ask your National Group to fill in the form for you at [files.elsa.org/EDF/Application\\_form\\_EDF.docx](http://files.elsa.org/EDF/Application_form_EDF.docx)
- In kind sponsorship: Eg. meals in the institutions you're visiting, eg. at NATO you get free lunch (especially law firms: breakfast / lunch etc.)

**NB!** If many local groups from your country are organising an Institutional Visit during the same year, you should make sure not to apply for the same grants at the same time if only one applicant is selected. Keep your national S&C updated so that he/she can coordinate the applications.

## *Promote the visit to participants*

### Materials and means

If you aim to achieve a high number of participants, you need to promote your IV in a variety of forums.

It is recommended to start promoting your project 10 months in advance, so that you can fill all spaces. Another advantage of choosing the participants early is that you can plan more thoroughly with concrete numbers.

When advertising your event you can use various forums:

- Email
- Newsletter
- Blog entries
- Flyers
- Twitter and Facebook
- Have a stand at your university
- Hold presentations in lectures
- Word of mouth



You can also organise an information event, where potential participants can ask questions. People always appreciate a personal approach or experience. Therefore if you have some materials or articles from people who had been to the institutions it is beneficial to include them in your presentation/newsletter. If your local/national group has not organised any IVs or you have no materials you can always look for some articles on institutions in Synergy or ask your colleagues on the S&C mailing list.

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### Participants

Make sure you pick only motivated participants that want to take part in the academic programme. One way to secure good participants is choosing by motivation letter, however for smaller trips a simple draw might be sufficient.

Collect all the data about the participants that you might need during the trip (date and place of birth, passport/ID number, phone number, email, emergency contacts, potential allergies or medical conditions).

It is recommended to have participants sign a contract with the organising group, obliging them to pay the fee, to attend the academic programme and to behave properly. It sends a clear message of your expectations, and reminds the participants that this is a serious event.

Before the trip prepare them with information about the trip and institutions that they will visit so that they can do research in advance.

### Logistics

#### Accommodation



You should start organising accommodation 10 months before the event, especially if your group is a larger one. When choosing accommodation you should compare not only the prices, but also see how far the hostel is from your institutions/train stations, what facilities they offer etc. You can ask for special discounts as well (student, group, ELSA members). Other than

youth hostels, you can always ask institutions if they offer accommodation options for their visitors or if they have any special discount in hostels. Also, you can check if the university campus offers accommodation opportunities for your group in the city.



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### Transportation

If you are travelling with a larger group you need to consider forms of transportation carefully. Try to order the plane/train tickets as soon as possible, so that you can secure the cheapest price. If your group is a smaller one, you can consider cars and make your IV feel like a road trip. If you are travelling with a bigger group it might be convenient to order a bus. It also gives you more flexibility of the schedule and your group can use it in the city to save on public transportation costs.



Transportation in the city: If you have ordered a bus for the group you can use it in the city so that you have freedom, but bear in mind that there may be restrictions for buses in central areas, or extra costs when entering the city centre. If you choose public transport you should check your options in advance, as there may be group tickets or day tickets you can save money on. Also, order them online if you can, sometimes there is a discount for online tickets, and it's definitely easier than every participant standing in line to buy their own ticket. Some accommodation providers offer free or cheap public transport tickets, so be sure to check that in advance.

### Materials for the participants

ELSA  
Institutional Visit Strasbourg 2015

Package



It is best to prepare your participants for the trip, so send them information about the institutions, accommodation, country, academic, cultural and social programme via email before the trip. It can be a part of a countdown and can make your participants more excited about the trip. For bigger trips you can also consider making a Facebook group and/or organising a get together for the participants in advance.

You can advise the participants to prepare questions for the institutions in order to seem more interested and professional. You should also emphasize that participants are expected to participate in the academic programme, just to make it clear to everyone.

It is recommended to start preparing your participants for the trip a month before it begins, by sending them information about the institutions, accommodation, country, cultural/social programme.

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If you have funds for it, the participants always appreciate a small welcome package. These could consist of badges, promotion materials about the institutions/your sponsors, maps, notebook, pen or a small souvenir.

### Meals

When it comes to meals you should decide whether you would like to organise them in advance for the whole group (and include it in the price of the trip) leave it as the participants responsibility to arrange their own meals. Even if you do not organise meals for the participants, you should be prepared to recommend something in the area, so check this before the trip and be ready for possible requests. If you decide to include meals in the official programme, you should book restaurants in advance. You might also be able to get group discounts or a special for a cheaper price.

See if your accommodation provides breakfast and ask the institutions if they can provide lunch for your participants. You can also organise a nice dinner with local specialties for the evening. When accommodated at a University campus see what the cafeteria offers, it is usually less costly than a restaurant. The Cafeteria at the local University is always a good solution, so you can save money, or you can take your participants to try street food in the country. The venue is not the most important thing when it comes to meals, what really matters is that you should enjoy your time and have lots of ELSA Spirit.

### ***During the visit***

When visiting an institution participants should be reminded that they all represent ELSA, whatever they do it will reflect on all of us, so please follow the dress code and behave adequately. Make sure that all participants show up and are on time for the academic programme.

### Social/cultural programme

First of all you should always make sure that the participants experience some local culture during their IV. This can be through food, drinks, museums, guided tours, visits to landmarks etc. It's important to adapt the cultural programme to rest of your schedule. If you have a fully packed programme you need to leave some free time for the participants. But if your programme has many free slots, you can fill them with a cultural programme for the whole group.

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The social programme can be quite tricky to organise. It's very important to remember that the IV is first and foremost an academic event, so the social programme should not consist of late parties every night, causing participants to miss the academic programme. However the social part is crucial for the success of an IV. Therefore it's always nice to plan for a night out, for instance if you don't have an academic programme the day after.

One of the nicest things to do during an IV is to meet up with other ELSA members in the city you're visiting. So make sure to contact the national and/or local group in advance. You should prepare maps, plans of the city, tourist highlights in advance. The local group can help you both in guiding the city and preparing social/cultural programme.

### ***After the event***

#### Evaluation

Feedback is very important at the end of any event, so that future events can be improved and ELSA International receives information about your trip. Therefore, always fill in the Institutional Visit evaluation form, and send it to EI.

If you would like to be really thorough, ask participants to fill in participants evaluations, and ask for their experiences and tips for improvement. Especially if you are planning to make the trip annual. They can also be really good motivational tools for your futur ELSA generations, as they will see how much fun you had which will encourage them to want to have the same experience.

You can find the evaluation forms on the ELSA Officers' Portal:  
<http://officers.elsa.org/page/seminars-and-conferences/>

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### *Thank you letters and reports for partners*

If you have filled in the evaluation form, you have a very good basis for the report for partners, which is a must when you have dealt with sponsors. They would like to see if their money was a good investment so do not disappoint them: Compile a summary of the event with photos and positive testimonials from participants. Attach a thank you letter to the report, and if you have some further plans or a new idea for an IV, you can pitch it to them in the letter. It is advised for the OC to maintain contact with their sponsors because it is easier to keep one than to find a new one. So keep them updated about your activities and about the status of your plans in regards to the IV.

If you feel like you can send thank you letters to the institutional contacts or speakers that you worked with, they always appreciate kind words.

## Useful tools

ELSA has some tools to make the organisation of Institutional Visits easier for you.

### *Decision Book*

In the ELSA Decision Book you can find all important information about institutional relations (page 19 ff.) and quality standards (page 79 ff.) for Institutional Visits. You can download the updated Decision Book in the Officers' Portal ([www.officers.elsa.org](http://www.officers.elsa.org)).

### *Institutional Guide*

The Institutional Guide is an tool, where you could find Institutions sort by countries and citys and also their contact details.

<http://elsa.org/page/institutional-visits/>

### *Assistant for Institutional Visits and Study Visits*

The Assistant for Institutional and Study Visits has a strong ELSA knowledge and experience in organising Institutional Visits and can assist you in finding contacts for institutions and support you in improving the academic quality of Institutional Visits.

If you have questions related to Institutional Visits, you can contact the Assistant for Institutional and Study Visits via [studyvisits@elsa.org](mailto:studyvisits@elsa.org).



# Guides to popular destinations

## Strasbourg

### Getting there

- Gare centrale (by train, bus eg. from Frankfurt)

### Accommodation

- Council of Europe accommodation (contact IB)
- Hôtel le Grillon
- Hôtel Victoria
- Hôtel Cap Europe
- AirBnB (<https://www.airbnb.fi/s/Strasbourg--France>)
- Ciarius Hotel (<http://www.ciarus.com/>)



### Public transportation

- Tram, bus (6 Euros / 24 hours for 1-3 persons / 6 Euros for a three days' ticket)
- Tram B, E to Council of Europe / ECHR / European Parliament, all three situated next to each other

### Meals

- Booking inside the Parliament restaurants
- Le CROUS de Strasbourg (local university's student cafeterias)

### Academic programme

- European Court of Human Rights <http://www.echr.coe.int/>
- Council of Europe (partner of ELSA International!) <http://hub.coe.int/>
- European Parliament <http://www.europarl.europa.eu/>

### Cultural/social programme

- Bateau-mouche = river cruise around Strasbourg
- La Petite France

### Contact person

- ELSA Strasbourg ([strasbourg@elsafrance.org](mailto:strasbourg@elsafrance.org))  
<https://www.facebook.com/elsa.strasbourg?fref=ts>

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### *The Hague*

#### Getting there

- From Amsterdam Airport (Schiphol) by train ([www.ns.nl/en](http://www.ns.nl/en))
- From Rotterdam-The Hague Airport
- From Eindhoven Airport bus and train ([www.ns.nl/en](http://www.ns.nl/en))
- From Antwerp/Brussels by train (<http://www.nshispeed.nl/en>)



#### Accommodation

- Stayokay hostel
- Jorplace Beach Hostel

Alternatively, you can stay in Rotterdam (20 min. by train) or Amsterdam (50 min. by train). Both cities have very regular train services to The Hague.

#### Public transportation

Check [www.htm.nl/english](http://www.htm.nl/english) for bus and tram in the Hague or [www.ns.nl/en](http://www.ns.nl/en) for train services to The Hague Central Station.

#### Meals

In the summer, go to the beach boulevard of Scheveningen. Here you will find plenty of restaurants (can be very crowded on warm and sunny days).

#### Academic programme

- International Criminal Court <http://www.icc-cpi.int/>
- International Criminal Tribunal for the former Yugoslavia <http://www.icty.org/sections/AbouttheICTY/Visits>
- International Court of Justice (Peace Palace) <http://www.icj-cij.org/homepage/>
- Permanent Court of Arbitration <http://www.pca-cpa.org/>
- EUROPOL <https://www.europol.europa.eu/content/page/visits-211>
- Eurojust <http://www.eurojust.europa.eu/visits/visits-protocol/Pages/visits-protocol.aspx>
- Special Tribunal for Lebanon <http://www.stl-tsl.org/>
- Dutch Houses of Parliament (tours by 'ProDemos') <http://english.prodemos.nl/English/Visitor-Centre/Guided-tours>
- European Patent Office <http://www.epo.org/>
- Organization for the Prohibition of Chemical Weapons <http://www.opcw.org/>

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### Cultural/social programme

- Crazy Pianos, Scheveningen

### Contact person

[secgen@elsa-thenetherlands.org](mailto:secgen@elsa-thenetherlands.org)

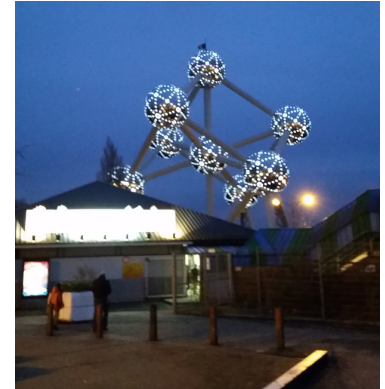
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### Brussels

#### Getting there

There are two airports in Brussels. Brussels international airport is closest to the city, with easy access by train or bus in under 30 min. The bus travel is a little longer but much cheaper (<https://www.stib-mivb.be/airport-line.html?l=en>)

Charleroi Airport is furthest from the city and often operates Ryanair-flights. The shuttle bus (<http://www.charleroi-airport.com/en/raccourcis-booking/brussels-city-shuttle/>) from the airport takes approximately 1 hour to the 'Midi Station' in Brussels.



#### Accommodation

- Sleep Well Hostel  
(ask for ELSA discount)
- Van Gogh Hostel
- Meininger Hotel
- Rentbynight apartments

#### Public transportation

Traveling by subway, tram and bus in Brussels is very easy. However, with a big group, buying tickets can take some time, so it's recommended to buy in advance. Is more affordable if you buy 10 ticket in one. A ticket for 10 travels is called a JUMP-card and costs 14€. It can be used on the subway, busses and trains that stay within Brussels.

#### Meals

It's always a good idea to book a hostel with breakfast included (,Sleep Well' has a great one).

Brussels has a great selection of restaurants for lunch and dinner. The city isn't particularly cheap, but here are some reasonable tips:

- Raraya Libanais (Rue Du Nord 60-64) is a lebanese restaurant, quite cheap
- Titanic (Rue du Congres 31) has typical Belgian meat
- Tapas (Borgval 11)
- La Rose Blanche (Grand Place)
- Brussel'air Bruparck (when visiting the Atomium, you can ask for a few menu's for a fixed price by contacting them through their website)

If you are having a full day programme, remember to schedule enough time for lunch. Especially in the neighbourhood of the EU institutions there aren't so many cheap lunch-alternatives. The easiest (but probably not cheapest) lunch in the EU neighbourhood is the lunch offered at the 'Parlementarium'. Groups have to reserve in advance.



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### Academic programme

- National delegations to the EU
- Law firms – partner firms
- EU institutions:
  - European Commission ([http://ec.europa.eu/visits/index\\_en.htm](http://ec.europa.eu/visits/index_en.htm))
  - European Parliament  
(<http://www.europarl.europa.eu/visiting/en/locations/brussels.html>)
  - Committee of the Regions  
(<http://cor.europa.eu/en/takepart/Pages/book-your-visit.aspx>)
  - European Economic and Social Committee  
(<http://www.eesc.europa.eu/?i=portal.en.visit-the-eesc>)
  - Council of the EU  
(<http://www.consilium.europa.eu/contacts?tab=Visits&lang=en>)
- NATO (often rejects visits, try to contact your national delegation to NATO)
- EU Study Fairs (usually second weekend of February)  
<http://www.europeanvoice.com/eu-studies-fair>
- INTA (International Trademark Association)  
(don't contact directly, ELSA International will arrange it)
- Council of Europe liaison office (ask VP S&C ELSA International to arrange it)
- ESA (EFTA Surveillance Authority)  
<http://www.eftasurv.int/about-the-authority/contact/>
- European Central Bank

### Social/Cultural programme

- Presentation of ELSA in the ELSA House and dinner (pizza and drinks) with IB  
(contact [vpssc@elsa.org](mailto:vpssc@elsa.org))
- Delirium
- Beer Circus
- Place Luxembourg
- Bruparck (not ideal to go out because only reachable by subway or expensive cab,  
recommended only after visiting Atomium)
- Celtica

### Contact person

[info@elsabrussel.be](mailto:info@elsabrussel.be) or message <https://www.facebook.com/ElsaBrussel>

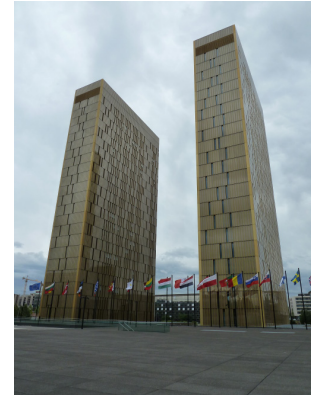
## Institutional Visits Handbook

### ***Luxembourg***

#### Getting there

You can get to Luxembourg by direct flight, or train from Brussels. The train takes about 3 hours (for help to buy cheaper tickets, ask ELSA Luxembourg). The airport is right by the city centre, and easy accessible by bus number 16.

You can also travel to Luxembourg via Brussels-Charleroi (3h), Frankfurt-Hahn (2h) or Frankfurt International (5h), and then by shuttle to Luxembourg train station (tickets 5-22€ from flibco.com).



#### Accommodation

Youth Hostel Luxembourg City is situated a short walk from the city centre, and is a cheap, decent hostel. (<http://youthhostels.lu/en/youth-hostels/youth-hostel-luxembourg>)

#### Public transportation

Luxembourg isn't big, so it's possible to get around by foot. However, the geography of Luxembourg can be tricky, so calculate enough time. Taxi is very expensive.

All the institutions are situated on Plateau Kirchberg (busses 1, 16, 142, 144, 192, 194 from station or Hamilius). You can walk there from the Youth Hostel or City centre in approximately 30 minutes.

There are also good bus connections. You can buy a ticket from the driver. A 2h ticket costs 2€, whole day 4€, and a 10 ticket set is slightly cheaper than singles.

#### Meals

The Youth Hostel has a decent breakfast included.

If you are having a full day programme at a institution at Plateau Kirchberg you can have lunch in the cafeteria of the EU court. Remember to bring cash. Main course for visitors costs around 7,5€.

- Bosso Tango is situated in the old town, has traditional food, and possibilities for the joint table for the group.
- Independent is a burger-place quite close to the youth hostel.
- Bananas and Pizza Hut at Place d'Armes (city centre) offer dinner for a decent price
- Vapiano at Kirchberg and in front of the train station

Another recommendation is Chocolate House - a small, cosy place in front of Grand Duc's palace, where you can have hot chocolate and cakes.

## Institutional Visits Handbook

### Academic programme

- EU Court. You can request a visit on <https://curia.europa.eu/myVisit/loginInit.do>. It's highly recommended to ask for a full day programme, with a hearing.
- European Parliament (contact [epluxembourg@europarl.europa.eu](mailto:epluxembourg@europarl.europa.eu))
- European Court of Auditors ([http://europa.eu/contact/visit/european-court-of-auditors/index\\_en.htm](http://europa.eu/contact/visit/european-court-of-auditors/index_en.htm))
- European Investment Bank (<http://www.eib.org/infocentre/contact/group-visits/index>)

### Social/Cultural programme

On Place Guillaume II there is a tourist information, with free maps, tips etc. Same on Place d'Armes for shopping tips.

During season (April-October) you can visit Casemates - the longest complex of corridors in defensive walls in Europe. Entrance on the bridge by the youth hostel, cost approx. 3€.

Going out:

- Clausen (12 bars with different music)
- Palais (chic bar with house music)
- Urban (British bar with 90's music)
- Steiler (two floor bar, terrace, modern music)
- El Compagnero (mexican-cuban bar with latino music and tapas)
- Epic (popular music)
- Apotheca (small club, popular music, open till 6 am on weekends)
- Bypass (popular music, ladies night Thursdays/Fridays w/free drinks)
- White (hip-hop, RnB)
- White-house (very chic)
- Rue Hollerich (5 min from the train station): Jah, Bar, Nexus and more
- M Club in Hollerich (6€ fee after midnight, popular music)
- Magnum by Glacis (dresscode smart, house and electronic music)

Bars are open till 1 am on weekdays, and 3 am during weekends. In all clubs you have to pay 1-3€ cloakroom.

### Other tips

It is possible to get internet through eduroam in most of the city.

### Contact person

[president@elsa-luxembourg.org](mailto:president@elsa-luxembourg.org)

## Institutional Visits Handbook

### Geneva

#### Getting there

Geneva airport is very easy accessible, with only 6 minutes by train to the centre. There are also several buses. You can travel for free to the city centre if you pick up a free ticket at the machine in the baggage collection area.

If you arrive by train you will arrive at Cornavin train station, which is situated in the city centre.



#### Accommodation

- City Hostel Geneva
- Geneva Youth Hostel

*Both hostels are centrally situated, between the UN and the city centre, and both offer free public transport card for your stay.*

- Citadines apartment hotel (right across the French border)
- Home St-Pierre

#### Public transportation

Geneva isn't big either, so depending on where you live it is possible to walk to the main institutions. Many hostels offer public transportation tickets included in their price.

#### Meals

Geneva is not cheap, and neither is the food. Most of the hostels have guest kitchens, where you can make your own meals.

Some options for eating out:

- Holy Cow, situated in front of the train station. They make big burgers for an affordable price (student prices)
- Wasabi (free drink with your student card)
- La Bagatelle
- Bains des Paquis (all kind of food, can also swim in the lake from here)
- Chez ma Cousine (cheap and good chicken)
- Demi-lune, situated in the old town. It is a very nice bar too
- Molino
- Ingelwood (close to uni)
- Calamar (in front of uni)
- Istanbul kebab



## Institutional Visits Handbook

### Academic programme

- UN: Palais des Nations is the main UN building, and also where the visitors centre is situated. For groups over 15 it's also possible to get a special programme (contact: [visit-gva@unog.ch](mailto:visit-gva@unog.ch)). When visiting the UN you should not arrive at the front entrance at the Place des Nations. The visitors centre is further up the street at Pregny Gate, avenue de la Paix 14 (bus to Appia).
- UNHCR visitor centre (contact [visitors@unhcr.org](mailto:visitors@unhcr.org)).
- National delegations to the UN. They have unique insight in your country's work and interests at the UN. Often they are also interested in recruiting law students, and therefore happy to welcome an ELSA-group.
- Red Cross: If you wish to visit the Red Cross beware that the main visitors centre is a more general part. If you want insight in legal aspects, you should instead visit their branch ICRC.
- WIPO
- Law firms

### Social/Cultural programme

If the trip to Geneva is during summer, you can visit the beach at Lake Geneva.

Going out:

- Bars: Pickwich (Irish pub, live band, sport shows, burgers), Les Brasseurs (home made beer), Halles d l'île (by the lake, fancy), Le Scandale (huge place), Rue d'école de médecine (street full of bars next to uni), Clémence (outdoor), Demi-Lune
- Clubs: Bypass Lounge Club (most affordable yet classy, 20-25 CHF), La Garconnière, Petit Palace (small, not so fancy, usually where young people go out)
- GI drinks: every Thursday night the interns of Geneva gather for drinks, check out the GIA facebook group (<https://www.facebook.com/groups/299512343395074/>)
- Javaclub and 50/50 (obs beware of stiff prices).

### Other tips

All stores apart from small kiosks close very early.

### Contact person

[info@elsa-geneve.org](mailto:info@elsa-geneve.org)

## Annex I: Sample contact letter to institutions

I am sending this letter on behalf of the European Law Student Association (ELSA) at the law faculty of the University of Bergen in Norway. We are arranging a study-trip to Rio de Janeiro from 28 August to 9 September.

The study trip is for law students and our theme is health law. I am responsible for the academic programme during the trip, and that is why I am contacting you. I have been in contact with Sissel Hodne Steen from the Norwegian Embassy in Brazil, and she recommended contacting you.

Steen told me about Viva Rio, and recommended visiting your organization and maybe having a lecture with you about health and Viva Rio's work. I was therefore wondering if there is any possibility for us to visit Viva Rio, where you could tell us more about your foundation? We are also very interested in visiting a favela, if that could be arranged with a visit to Viva Rio.

Please contact me if you have any questions about our trip, association etc.

Med vennlig hilsen/ Best regards

Frida Fostvedt

Vice President Seminars & Conferences ELSA Bergen

Magnus Lagabøtes plass 1

5010 Bergen Norway

Tel.: (+ 47) 12 34 56 78

Website: [www.elsa.no](http://www.elsa.no)

E-mail: [styretbergen@elsa.no](mailto:styretbergen@elsa.no)

Mobil: (+47) 01 23 45 67

E-mail: [frida.fostvedt@gmail.com](mailto:frida.fostvedt@gmail.com)

## Annex II: Draft Budget

### Institutional Visit Brussels & The Hague by ELSA Turku, 30 participants + 1 bus driver

#### *Income*

Participation Fees	8,400
Grants	
Finnish Lawyers' Association	600
Student Union of the University of Turku	3,000
The European Parliament	6,000
Suomalainen Lakimiesyhdistys	250
Universitas (project grant, University of Turku)	1,300
<b>Total</b>	<b>19,550</b>

#### *Expenses*

Bus	6,500
Ferry	2,830
Accommodation	7,520
Meals	2,700
<b>Total</b>	<b>19,550</b>

## Annex III: Participation Agreement



The European Law Students' Association  
AUSTRIA

### Binding registration for the Institutional Study Visit to Brussels

23.02.2015 - 27.02.2015

### Congratulations!

You were successful in obtaining one of the 24 spots for the Institutional Visit to Brussels. However, there are still some formalities before we can start!

1. Please fill in the application form, which you can find at <http://www.elsa-austria.org/brussels-registration/>
2. Sign, scan and send the application form to [vpssc@elsa-austria.org](mailto:vpssc@elsa-austria.org) by 28 November 2014.
3. Transfer the fee of **€ 90** to ELSA Austria by **1 December 2014**.  
IBAN: AT10 0000 1010 1010  
BIC: OCDKATAR  
Reference: IV-Brussels\_SURNAME, NAME

### Application Form:

Binding registration for the Institutional Visit to Brussels from 23 February to 27 February 2015

#### General Information:

Surname:

Name:

By signing the application I confirm that all of the information is correct. I understand that I am obliged to pay all relevant fixed costs even if I do not attend the trip. I also understand that there is no sponsorship available from ELSA.

I am aware that I will not be entitled to any sponsorship from ELSA if I am late, inadequately dressed or behave inappropriately drunk in the Institutions, etc..

I understand that lunch, dinner and snacks are not included in the application fee and I accept the timetable set out in general information on page 2.

I confirm that I am responsible for arranging and funding my own transport to Brussels and I will arrive by **2pm** on 27 February 2015.

I confirm that I am responsible for arranging and funding my own departure when the trip ends on 27 February 2015 at **12pm**.

Date: \_\_\_\_\_

Signature : \_\_\_\_\_



# Institutional Visits Handbook



The European Law Students' Association  
AUSTRIA

## Time Table

### Institutional Visit Brussels 23.2. – 27.2.2015

	23 February Monday	24 February Tuesday	25 February Wednesday	26 February Thursday	27 February Friday
8am		Breakfast	Breakfast	Breakfast	Breakfast
9am	Arrival until 12 pm	Council	INTA	NATO	Committee of the Regions
10am					
11am					
12pm					
1pm	Sightseeing				Departure
2pm		Parliament + Visitor information	Commission		
3pm					
4pm					
5pm					
6pm					
7pm			ELSA House		
8pm					
9pm					
10pm					
11pm					

## General Information:

Fee: € 90

Included: Hostel, breakfast, public transport, 1x Pizza in ELSA House.

Lunch, dinner and snacks are not included.

Arrival: Individual, funding by own transport on 23 February 2015, until **2pm**.

Departure: Individuell, funding by own transport , approx. end of the event: 27 February 2015, **12pm**.

Hostel:

**MEININGER Hotel Brussel City Center**

Quai du Hainaut 33 (Molenbeek), 1080 Brussels

necessarily to take with you: Passport + towel

contact:

Tamara Jankovich,  
vpssc@elsa-austria.org  
+43 012 3456789

### Contact information

ELSA International  
239, Boulevard Général Jacques  
B-1050 Brussels, Belgium  
Tel: +32 2 646 2626  
Fax: +32 2 646 2923

Email: [elsa@elsa.org](mailto:elsa@elsa.org)  
Vice President Seminars & Conferences: [vpssc@elsa.org](mailto:vpssc@elsa.org)  
Assistant for Institutional Visits and Study Visits: [studyvisits@elsa.org](mailto:studyvisits@elsa.org)