

TRANSITION CHECKLIST

SEMINARS & CONFERENCES
2019/2020



elsa

The European Law Students' Association

Table of contents

Preamble	3
Checklist: Transition in Seminars & Conferences	5
Knowledge transition	5
Materials transition	6
Contacts transition	7
In case you did not receive a transition	7
S&C-related Abbreviations and acronyms	8

Preamble

Dear S&Cers,

The transfer of knowledge and experience in the area of Seminars & Conferences should make transition of the newly elected Local/National board easier. It ensures the maintenance of important information and enables building upon the work of the predecessors. In order to easier the process of knowledge management Lisa Iwersen - Director for Seminars and Conferences and Human Rights of ELSA Germany 2010/2011 together with Patrick Zischeck created this checklist. Following, taking into consideration the development of the area, the checklist was updated and adjusted to the current state of the Network and S&C area in specific. The aim of the checklist is to provide both, the outgoing and incoming Local/National board of ELSA, with an overview of the basic information and documents related to S&C, thus easier the process of transition.

In order to fully perform the S&C transition please refer to the handbooks and webinars i.e. the S&C Handbook, which can be found on <http://officers.elsa.org>.

Should you have any questions or need for clarification, do not hesitate to contact: seminarsconferences@elsa.org.

Best of luck with your transition and an upcoming term!

Created by:

Ezgi Yıldız

Vice President in charge of
Seminars & Conferences
ELSA International
2018/2019

Pavĺina Dedíková

Assistant for
Seminars & Conferences
ELSA International
2018/2019

The logo for ELSA, featuring the word "elsa" in a stylized, lowercase, blue font.

The European Law Students' Association

I. Checklist: Transition in Seminars & Conferences

1. Knowledge transition

General ELSA Knowledge	transitioned	discussed
Founding of ELSA		
Purpose of the Association (Philosophy Statement)		
Structure (Board and Network)		
National Meetings (NCMs, etc.)		
International Meetings (KAM, SAM, ICM, IPM)		
Abbreviations (S&C, AA, STEP, BEE, IM, FM, etc.)		
S&C-Specific Information	transitioned	discussed
Types of Events with Definitions from the Decision Book		
ELSA Day		
IFP		
Human Rights		
Grants (national, international)		
Training (ITP)		
Strategic Goals		
Information specific to your Group (LG/NG)	transitioned	discussed
Mail-Account/Login data		
Office/Keys		
Recurring events		
Reserving rooms for events		
Exam dates		
Typical problems		

2. Materials transition

Handbooks and Guides	transitioned	discussed
General S&C Handbook		
Study Visit Handbook		
Institutional Visit Handbook		
ELSA Law Schools Handbook		
Human Rights Handbook		
ELSA Delegations Guides (UNCITRAL, HR Bodies, WIPO, UNECOSOC, OECD, UNODC, Privacy Policy)		
IFP Handbook		
Guideline Cooperation Council of Europe		
Event Organisation Guide		
Publications and Online Forms	transitioned	discussed
Statutes and Standing Orders of the National Board		
Decision Book of ELSA International regarding S&C		
Synergy		
Event Posters		
Posters and Flyers for Delegations		
Event Specification Form		
Event Evaluation Forms		
Study Visit Agreement		
Local Documents	transitioned	discussed
Folder with important documents		
Storage device with relevant data (Google Drive)		
Statutes of the local group		

List of past events in the Local Group		
Reports from Events / Filled out Evaluation Forms		
Overview of planned events		

3. **Contacts transition**

Local Contacts	transitioned	discussed
Faculty / University Administration / Student Bodies		
Partners / Sponsors		
Other contacts / Institutions / Speakers / Externals		
National and International Contacts	transitioned	discussed
National and International S&C mailing lists		
National and International Facebook groups		
Contact with the national board		
Cooperation with other local groups		

II. **In case you did not receive a transition**

Here are some tips on what you can do if you did not receive a transition:

- Talk to the former S&C-Officers from your Local/National Group. Even if they did not hold the position during the last term, they should be able to share their area experience;
- Contact your National VP S&C or the VPSC of ELSA International;
- Speak to your President or Secretary General. As they are responsible for board and internal management, they should have an overview over past S&C events and planned projects for the upcoming term. Additionally, they should be able to give you access to your Local/National Group's archive, so that you can have an overview of the former activities of the Group;
- Look into old documents. Is there any online database your Local/National Group is using? Check if there is any information regarding S&C;
- Go through the elsa email, which from now on, you will be using and search for the relevant for your term information.

III. S&C-related Abbreviations and acronyms

DB	Decision Book
EI	ELSA International
ESF	Event Specification Form
HOC	Head of Organising Committee
IV	Institutional Visit
IFP	International Focus Programme
KAM	Key Areas Meeting
OC	Organising Committee
SELS	Summer ELSA Law School
S&C	Seminars & Conferences
SSO	Statutes and Standing Orders
SV	Study Visit
SVG	Study Visit Guide
VP S&C	Vice President for Seminars & Conferences
WELS	Winter ELSA Law School
WM	Working Materials
WS	Workshop