

ELSA Law Schools Handbook

2016

Step by step guidelines on the
organisation of an ELSA Law School

The background of the lower half of the cover features a close-up, low-angle shot of several boat hulls. The hulls are painted in vibrant, horizontal stripes of red, white, blue, and yellow. The perspective is from a low angle, looking up at the curved tops of the boats, which are set against a clear, bright blue sky. The lighting is bright and direct, suggesting a sunny day.

elsa

The European Law Students' Association

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Foreword

Introduction

An ELSA Law School is an international scientific, cultural and social event, organised by a local or a national ELSA group, which fulfils the requirements regulated in the Council Meetings' Decision Book (hereinafter referred to as DB). The organisation of an individual ELSA Law School shall **follow the seven periods of an ELSA Law Schools Cycle** regulated in the DB (specification, preparation, application, selection, additional application, additional selection, evaluation). The calendar for each Cycle will be announced by ELSA International, in accordance with the DB regulations.

When organising an ELSA Law School, make sure you check the latest version of the DB. Additional help is offered by this Handbook. Keep in mind that **all the regulations and standards set out in the DB are binding**. In order to prevent any negative experiences, ensure that the Organising Committee (hereinafter referred to as OC) is fulfilling all the responsibilities regulated in the DB, as well as that the event is in compliance with the Quality Control section of the DB. Also keep in mind the powers of the International Board, especially the VP S&C, bears to control the quality of ELSA Law Schools, especially in the case of a breach of the internal regulations. The International Board shall solve the disputes primarily by means of dialogue. Its executive powers shall be used only when there is no other option to protect the reputation of ELSA and the interests of the participants.

ELSA International will help you during the whole process of organising your ELSA Law School. First of all, ELSA International is responsible for the overall coordination of the ELSA Law School System. Furthermore, the **ELSA Law School Team will undertake the coaching role** by explaining the Cycle calendar and all the information needed by sharing experiences and answering all the questions that may appear. For any additional help make sure you contact the Assistant or the Director for ELSA Law Schools that is working with you! Furthermore, you can always seek for support from the VP S&C of ELSA International (vpssc@elsa.org).

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1. Requirements of an ELSA Law School

Events labelled as ELSA Law Schools **must fulfil all the requirements** regulated in the DB. The requirements are listed and explained below.

1.1 Aim to be annual

An ELSA Law School shall aim to be annual. If you are organising an ELSA Law School for the first time, think about a sustainable topic and discuss your ideas with your ELSA group. In order to help your ELSA group to keep the ELSA Law School annual, make sure that the OC members share the knowledge and experience among each other as well as with the other ELSA members of your local/national group. You can always create a backup folder with all the important information, data, documents, etc. Ensure you establish a platform for sharing what you have learned the moment you start organising an ELSA Law School. Make your ideas, knowledge and experience become your local or national ELSA group's heritage.

1.2 International events conducted in English

An ELSA Law School is an international event. Purely domestic events that do not fulfil the internationality requirement are considered to be Domestic Law Schools. However, an ELSA Law School, which is always an international event that fulfils the regulated requirements, shall be conducted in English only. Make sure that your speakers are fluent in English, as well as that the participants are able to understand the lectures and actively participate in the programme.

1.3 Last for at least 7 days

An ELSA Law School shall last for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure. If participants are to arrive on Sunday, they should leave the following Sunday, otherwise it is not 7 days. We would recommend to set a Sunday as the day of arrival, then to start with a scientific programme on Monday morning, conclude the programme on Saturday evening by having a Gala dinner or another formal happening, and set the departure on the (next) Sunday.

1.4 Comprise of a scientific, cultural and social programme

It is very important that besides the scientific programme, which is the fundamental part of ELSA Law Schools, the event shall provide as well the cultural and social programme. OC shall organise sightseeing, visits to museums, excursions; explore what does the hosting city offer and make a cultural programme out of it. One of the aims of ELSA Law Schools shall be to bring people together and make the networking possible – participants will be sharing interest in the same field of

law, some of them will prefer to practice their language speaking skills with the other participants, some will want to share ELSA experience among each other etc. A well planned social programme may help participants to get to know each other better and to have some fun together – you can do sports, organise games, create theme parties, watch movies, etc. Be creative and make sure that the scientific, cultural and social programme form together an educative and amusing event.¹

1.5 At least 20 hours of scientific programme

An ELSA Law School shall include at least 20 hours of scientific programme. If the duration of the ELSA Law School exceeds 7 days, the scientific programme shall be prolonged by 4 hours per each extra day. For example, if the ELSA Law School starts on Sunday and finishes on Wednesday the following week, it should comprise of at least 32 hours of scientific programme in total. Nonetheless, this number is the minimum requirement; we would recommend you to aim for 35 hours of scientific programme.

The scientific programme shall include lectures (e.g. in the morning), but also more interactive and dynamic forms of teaching: workshops, case-studies, moot courts, etc. (e.g. in the afternoon). This kind of programme division will help the participants to gain the theoretical knowledge during the lectures, and then to practise what they have learned by actively participating in the interactive academic activities. This structure will definitely help you to keep the scientific programme interesting.²

1.6 Close co-operation with an academic or institutional partner

In order to supervise and guarantee the quality of the scientific programme, an ELSA Law School shall be organised in close co-operation with an academic or an institutional partner, which will help the OC to structure the scientific programme and suggest the speakers for the chosen (sub)topic. The academic or institutional partner may be a law faculty, a public institution, a law firm or any other legal entity specialised in the topic area your event is dealing with.

1.7 Compliance with ELSA Law Schools' Cycle

The ELSA Law Schools' Cycle sets out the deadlines for each ELSA Law School. The specific dates and tasks will be published in the ELSA Law School Calendar and each OC will work together with the ELSA Law Schools Team to meet all the deadlines. Every Cycle consists of seven periods: specification, preparation, application, selection, additional application, additional selection and evaluation. The calendar for each Cycle will be announced to the Network by ELSA International and presented to the Heads of the OCs upon the specification period deadline, within the coaching role that will be undertaken by ELSA International.

¹ More information about financing can be found in section 5.

² More information about financing can be found in section 5.

2. Is an ELSA Law School feasible in your conditions?

2.1 Timeline

It is a requirement for the Organising Committee to abide by the deadlines set out in the ELSA Law School Calendar. Therefore, the Organising Committees have to be aware of the deadlines set by ELSA International. The OCs are required to provide information and details of their project before the specified dates. It is recommended that the planning process for ELSA Law School starts 12 months before the event. If the deadline for specification for the current cycle has expired, the OC should focus on planning the ELSA Law School for the next cycle.

2.2 Human Resources

A strong Organising Committee (“OC”), of at least 5 persons, is essential for the success of the project, and it is also very important that there is a full-time available person who can take on the role of Head of the OC (“HOC”), and, hence, is responsible for the event and the OC. He/ She is the core of the whole project. This document was drafted mainly for the HOC to get to know how to plan the process, to gather and lead his/her team. It is suggested that the OC is divided into different areas of responsibilities, which are of high importance for a successful ELSA Law School. These areas could be; Finances, Academic Programme, Social Programme, Participants, Logistic, and Marketing.

2.3 Financing

There are four basic sources of income for the event; participation fees, grants, partnerships or sponsorships, and financing from the organising group’s budget. The key consideration in financing an ELSA Law School is to compare the costs of accommodation, meals, transport, and other logistics, against the income from the ELSA Law School. It is considered that accommodation and meals should not exceed 70% of the available funds. If it is more than 70%, it is considered highly probable that the yield from the event will not cover the costs, and, therefore, it is not recommended for the ELSA group to continue the organisation of the ELSA Law School.³

2.4 Venue and Logistics

It is very significant to stress out that the venue should be close to the participants’ accommodation, the restaurants and nightlife. Transportation is hard to be coordinated and will add additional expense to the budget. It is recommended that the ELSA Law School takes place at a university’s premises, where rooms can be used free of charge. Therefore, the first thing you should do is to

³ More information about financing can be found in section 3.

establish a partnership with the University or another entity, which may provide you with an academic support and venues.

2.5 Accommodation and Meals

Accommodation and meals are both essential aspects of the event. In the search for suitable accommodation, the following requirements should be considered: money value, proximity to the venue, restaurants and nightlife, whether the facilities are appropriate for use by large numbers at the same time, quality and range of rooms as well as availability of common areas. It is important to bear in mind when negotiating the price of the venues that relatively high number of spots will be booked. The same would apply for the restaurant(s).

2.6 Academic or Institutional Partner

The ELSA Law School must have an academic or institutional partner for the project. The role of the academic/institutional partner is to help the OC with the composition of the scientific programme, i.e. advise on the content of the sessions, provide contacts of the lecturers and to supervise the academic quality. Appointing a reputable key lecturer deriving from and representing the partner will add weight to the invitation emails and allow the OC to benefit from personal contacts of the respective person.

3 Finances

3.1 Participation Fees

Participation fees shall be **calculated and charged for the whole ELSA Law School** and shall not be based on the number of days a participant wants to attend. This is a specific feature of ELSA Law Schools compared to other S&C events. For example a participant arriving on the third day is still **liable to pay for all the days of the official programme**. The aim of this regulation is to encourage the participants to attend all the sessions and participate in the ELSA Law School as a holistic project.

The participation fee shall include:

- 1) scientific programme (e.g. moot court, case study, institutional visit, lawyers at work event);
- 2) social programme (e.g. party, karaoke, bowling);
- 3) cultural programme (e.g. sightseeing, museum visit, traditional night);
- 4) accommodation (covering the days of the official programme);
- 5) breakfast for every day excluding the day of arrival;
- 6) lunch for every day excluding either the day of arrival or the day of departure;
- 7) dinner for every day excluding the day of departure;
- 8) transportation during the official programme of the ELSA Law School (e.g. public transport, shuttles between venues, coaches between cities);
- 9) administrative costs (e.g. working materials, session presentations, badges)

There shall be no extra charges for the above services unless it is otherwise indicated in the section concerning the Extra fees.

There are **several groups of participants** that can be applying to your ELSA Law School based on their membership status. The benefit of membership in ELSA is the regulated maximum fee and allocation to a favoured or non-favoured country trench. There is no regulation on fees that can be charged for the participation of ALSA members, ELSA alumni and non-ELSA members. Therefore, we would recommend you to create various categories of participation fees (ELSA member from a favoured country, ELSA member from a non-favoured country, ELSA Alumni, non-member). The status of a participant is decided by membership in a particular ELSA group and not by their nationality.

- a) Favoured Countries: Albania, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Georgia, Montenegro, Rep. of Macedonia, Romania, Serbia, Turkey, Ukraine.
- b) Non-Favoured Countries: Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Russia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, the Netherlands, the United Kingdom.

According to the Annex III of the Council Meeting Decision Book, the **maximum participation fee** for an ELSA Law School is:

- a) For Favoured countries: €235 for the first seven days of the ELSA Law School; €33 for each additional day of the official programme;
- b) For non-Favoured countries: €266 for the first seven days of the ELSA Law School; €38 for each additional day of the official programme;
- c) There is no maximum participation fee for non-members. Therefore, an OC is free to charge any reasonable fee.

Even though this is the maximum possible fee, almost every ELSA Law School sets the participation fee to its maximum. Therefore, an ELSA Law School with lower participation fees might be more attractive and successful in competing with the rest ELSA Law Schools in terms of receiving more applications.

In case the ELSA Law School last longer than 7 days, in order to calculate the total fee including the additional days of the ELSA Law School official programme, you will need to use the following formula, in which X represents the number of the additional days.

Favoured countries: $235+(X*33)$
Non-favoured countries: $266+(X*38)$

For example, if the duration is 10 days (e.g. from Sunday to Wednesday) the fee for the participants coming from favoured countries is $235+3*33=334$ and for the non-favoured ones is $266+3*38=380$.

3.2 Extra fees

According to the Annex III of the Council Meeting Decision Book **only the following extra fees** may be charged up to the indicated maximum:

- 1) **Gala Ball or Gala Reception:** €50,
- 2) **Transfer from/to expectable point of arrival:** €30,
- 3) **Extra Nights:** €45,
- 4) **Other special services:** up to one fourth ($\frac{1}{4}$) of the total participation fees in value.

Keep in mind that:

- It is advisable to take consideration of setting up carefully the extra fees as high fees may influence the number of applications. The above stated fees are the maximum allowed;
- The exact amount of all fees shall be published the latest with the opening of the application

- Transport arrangements during the official programme shall not be deemed an extra fee;
- The Extra Nights are defined as those nights, which are outside of the official programme of the ELSA Law School. The service covered under this fee is usually only accommodation;
- Fee related to other special services may be only charged for certain services, which are neither part of the academic nor the cultural focus of the ELSA Law School.

Examples of Fees related to other special services:

- Rafting, Skiing, Boat trip, Paintball, Bungee Jumping

Examples of Fees that cannot be charged under the other special services fee:

- Traditional dinner (Cultural programme), Sightseeing (Social programme), Party on the beach (Social Programme), Traditional dances (Cultural programme)

For example, the maximum fee for other special service for an ELSA Law School that charges 266€ is calculated as follows: $266/4=58.75$ (The quarter of the value is always calculated based on the favoured countries fee.)

3.3 Grants

We would recommend you to focus on 3 types of grants:

- University grants - in addition to the official grants published by the University, the OC should also discuss other potential funding with the key lecturer of the ELSA Law School. Universities usually have special budgets for extracurricular student activities.
- ELSA Development Fund - each ELSA Law School is eligible to apply for a funding from EDF, which is administered by ELSA International. We would recommend you not to apply for more than 1000€. See the DB for further details.
- Area specific grants - e.g. Municipality grant, National or Local Youth grants, etc.

3.4 Sponsors

We recommend the OC to prepare a **short document** about their ELSA Law School and send it to **all potential partners** with a request for a personal meeting. Try to reach as many potential partners as possible. Keep in mind that you should not only be searching for finances, but sometimes in-kind sponsorship based on some free products or services is even more valuable.

- Law firms, Auditing firms, Public authorities, Professional Associations, Banks, Universities, Research centres and various big companies, etc.

3.5 Budget of the Local or National ELSA Group

ELSA Law Schools might require your Local or National group to subsidise the event from other sources. It is advised that OC talks to the Local or National board to discuss such a possibility, and to agree with them a contingency financing plan for the ELSA Law School.

3.6 Expenses

Ordinary expenses are expected to be as follows:

- Accommodation of participants, which usually constitutes the largest expense;
- Meals of participants: breakfast, lunch, dinner, water and refreshments;
- Transportation: although we recommend the organising groups to hold the whole event in a few premises close to each other in order to lower the costs, it is not possible in every city to realise the event without shuttles or public transportation;
- Cultural and social programme;
- Transfer of participants to/from airport, train station, coach station, etc.: usually covered by extra fees demanded from the participants;
- Accommodation, meals and transportation for the speakers;
- Ceremony and/or gala ball: for participants, OC and speakers;
- Certificates;
- Accommodation, meals, transportation and communicational costs (including inter alia the phone calls with the participants, speakers, among the OC etc. for the purposes of realising the event) for the OC.

Some of the additional costs that may arise are:

- Facebook advertising, marketing materials, camera, printing;
- Welcome packages – usually made up of marketing materials of partners and working materials;
- Badges – for participants and the OC;
- T-shirts/Hoodies for the OC;
- Gifts of appreciation offered to the speakers

4 Steps in organising Summer ELSA Law School

4.1 November

During November an informative email with the **ELSA Law School Calendar** will be sent out by ELSA International that will include a set of binding deadlines with which each OC must comply when organising an ELSA Law School. Upon the indicated (in the mail) deadline you shall submit a **Specification Form**. This serves to allocate to you a Coach from the ELSA Law Schools Team, to confirm the details of the Heads of the Organising Committees, to establish communication channels and guide you through the process of organising an ELSA Law School.

Aim to complete the following:

- Appointment of the HOC,
- Find a key lecturer and an academic partner;
- Prepare a preliminary topic, dates after the discussion with the key lecturer;
- Undertake feasibility analysis of the ELSA Law School in your conditions, as explained in section 2.

4.2 December

In order to facilitate communication, ELSA International will establish a **Facebook group for Head of OCs**, which will be used as a primary communication channel together with the emails.

Each ELSA Law School will be allocated their **own Coach from the members of ELSA Law Schools Team**, who will be guiding the Head of OC through the regulation of ELSA Law Schools, responsibilities of the OC, deadlines of the Cycle and will be able to advise on any issues arising from the organisation. The Coach's main responsibility is to keep personal contact with the HOC starting with an introductory Skype call where the Coach will explain:

- His/her role and mission as a Coach;
- The Calendar of the respective Cycle with binding deadlines;
- Your responsibilities as the Head of OC towards ELSA International - to follow the Quality standards;
- Further ways on how you will communicate with each other (can be email, Facebook, Skype, etc.)

As mentioned above, the Coach will be informing you about all the deadlines, will be there for you and in case of breaching the deadline, he will be the first one to approach you to clear out the situation. Remember: your Coach is here for you, so direct all your questions regarding ELSA Law Schools first to the Coach so that you create a very well established contact and the Director for ELSA Law Schools or VP S&C ELSA International deals only with the most complex problems.

The core channel of the promotion related to ELSA Law Schools is the **ELSA Law Schools Portal**. Each OC has access in order to upload the information, pictures and video related to their ELSA Law School. ELSA International is responsible for managing the portal and for the allocation of login details to each Head of OC. After the allocation, each OC is able to change their details through their own account. ELSA International will also publish a manual, which will guide you through using your account and uploading details about your ELSA Law School.

Aim to complete the following:

- Establish contact with Coach;
- Ensure you understand the system;
- Confirm that you know how to access and operate the subsection of your ELSA Law School on the ELSA Law School Portal.

4.3 January/February

December, January, February are the busiest months for planning, organising and negotiating of the contracts.

In **choosing the date** you should research the costs of accommodation as well as the availability for the proposed dates, discuss with the key lecturer who might be good speakers, contact them well in advance to confirm their availability. The latest by mid-February decide the maximum number of participants and when the dates are set **negotiate a deal with the accommodation provider** to book the dates. The earlier you do this the more likely you are to find suitable accommodation for a suitable price. During the negotiation highlight the potential of long term co-operation that ELSA can provide.

After the discussion with your key lecturer, book the venue for the scientific programme, which is preferably a university lecture room. It is very important to **get the venue for free** to minimize costs in the budget. In case the university is not willing to provide it for free try to contact other public institutions, law firms and other bodies. Attending several venues during the programme might be attractive for participants and convenient to combine with visits to law firms and institutions.

Once accommodation and scientific programme venues are settled search for food providers near those. In order to **get the best deals try to have as many meals as possible at the same establishment**. Keep in mind that in case your accommodation provider does not provide breakfast you might prepare the breakfast yourself. Take into consideration that traditional meals could enrich your Cultural Programme.

During the whole organisational process the **budget must be kept in mind**. The ELSA Law School should be financially sound before it is advertised to the network. Relying on future income from fundraising can be tricky and it is, therefore, recommended most of the fundraising to take place before the end of February. Any further income is good news, but the ELSA Law School should not be dependent on it at this point. In case you decide to rely on future uncertain income, there must be enough resources in your Local or National Group budget to cover the shortfall.

The OC has to fill in the following basic details on the **ELSA Law Schools Portal**:

- General description
- City and country
- Date
- Description of the venue
- Accommodation
- Maximum number of participants
- Fees and extra fees
- Preliminary outline of subtopics of the scientific programme
- Contact details

Aim to complete the following:

- Exact dates
- Contract with accommodation provider
- Invite lecturers and confirm their attendance
- Budget - fees/extra fees
- Contracts with meal providers
- Main venue of the programme
- Contact a large number of potential partners and negotiate partnerships

4.4 March/April

ELSA International will review the ELSA Law School Portal to ensure compliance with the regulations. Any breaches will be brought to the attention of the OCs; therefore, it is preferable that if there is any doubt that the Coach is contacted before any information is uploaded on the Portal.

In order to prepare the **unified application form** the OC shall submit the following information to ELSA International through an online form:

- Final topic;
- Participation fees for favoured, non-favoured, ELSA alumni, non-ELSA members;
- Extra fees - exact title and sum (including transfer options);
- Additional questions for the application.

After the submission, ELSA International will review the compliance of the participation fees and extra fees with the regulations and set up the application form. ELSA International will provide a manual on how to access the applications. From this point on, you will be able to browse the applications and download them in an Excel sheet. However, you **will not be able to increase the fees or substantially change the questions in the application form.**

ELSA International will create a **promotional package** of materials upon the announcement of the opening of application period, including the list of all ELSA Law Schools that are going to take place in the Cycle, and will promote it via the official website of ELSA International, Facebook Fan Page,

mailing lists, etc. However, each OC has to conduct their own promotion. There are no restrictions as to setting up individual Facebook pages and websites. However, the applications can only be accepted through the unified ELSA Law Schools Portal.

Recommended focus concerning the individual promotion:

- Promotion during the internal meetings of ELSA
- Targeted Facebook advertisement during the application period

A **second Skype meeting** will take place with the Coach to discuss the selection and the additional application period in order to make sure that each OC understands the procedure described by the Calendar.

The final **scientific programme** shall be published by the OC at least 2 months before the event and, therefore, it is recommended for all the OCs to have all the lecturers confirmed by April so that you can discuss with the key lecturer the flow of the whole programme and its interactive parts (such as moot court, case study, institutional visit, etc). With regard to the participation of international lecturers, which is highly encouraged, it is advised that all the bookings and other arrangements regarding such lecturers are done well in advance.

Aim to complete the following:

- Supply correct and compliant information for the Portal and the application form to ELSA International;
- Conduct promotion to attract at least twice as many applicants as the available spots;
- Complete the second Skype meeting and consider additional application period;
- Communicate with the applicants through emails;
- Finalise the scientific programme;
- Prepare yourself for the selection procedure.

4.5 May

After the expiration of the application deadline each OC should assess whether they have **sufficient number of applicants**. This is crucial to be checked at the latest within 2 days after the deadline in order for the OC to decide whether to join the additional application period, which will allow them to receive further applications. There are **two possible outcomes after the deadline**:

- a) In case you have about twice as many applications as spots available you need not to be concerned with the additional application period.
- b) In case you do not consider that there are enough applications, taking into consideration that some applicants might cancel their application after their selection, you should apply for the additional application period. In such case, let ELSA International know as soon as possible.

It is recommended that the following **selection timeline** is followed in both cases:

The first week after application deadline the selected applicants shall be emailed. The email should congratulate the applicant and request that he/she confirms the participation. Furthermore, the email shall contain attached the invoice based on the application and a clear statement that the invoice needs to be paid by a specified date otherwise the application is cancelled. We would recommend setting this period for 5 working days. The OC should either receive the money by the deadline or receive a confirmation document that the money has been transferred by the bank of the applicant. It is also advisable that a waiting list is created and the applicants are informed of their pending status and are requested to reply whether they are still interested in participating. In this way you will know that there are further willing people that will participate if some of the selected applicants do not pay their invoices.

To sum up, the OC should do the selection, ask the selected applicants to confirm their participation and to pay their invoices as soon as possible after the deadline, because the longer the gap between the deadline and the selection the more likely the on hold applicants will have already made alternative plans. Keep in mind that the **applicant becomes a participant only at the point that you receive their payment.**

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;
- The aim to make the event as jurisdictionally and culturally diverse as possible;
- Level of English.

All the applicants should know by the deadline stipulated in the calendar whether they are participating, on the waiting list, or unsuccessful. The **unsuccessful applicants should be informed via an email** about the outcome of their application and the possibility to apply during the additional application period for another ELSA Law School. It is advised that this is done as soon as feasible after it appears very likely that all spots will be filled. By doing this early the OC helps the other ELSA Law Schools to receive further applications.

In addition, ELSA Law Schools with insufficient number of applications should contact ELSA International within the deadlines specified **requesting to be added to the additional application period.** The additional application period has the same form as the standard application period, however, in a much shorter timeframe. The abovementioned application and selection procedure remains applicable. This means that there will be a unified application form and promotion by ELSA International. The selection to fill in the remaining spots should be done as soon as possible mainly due to visa considerations and travel arrangements.

After the closing of the additional application period no more applications can be received.

Aim to complete the following:

- Decide whether to be included in the additional application period
- Select participants, create a waiting list
- Receive payments
- Provide participants with visa letters
- Communicate with unsuccessful applicants
- Plan social programme
- 2 months before the event publish the scientific programme

4.6 June/July/August/September

Since one month before the event you should follow the below discussed checklist:

A. Arrival and departure of participants

In order to coordinate the participants it is necessary to gather all the information about their arrivals and departures (exact date, time, vehicle and place). This is suggested to be done the latest 2 weeks before the event via an online form. There are **2 kinds of participants** with regard to the transfer:

- a) Paid an extra fee and have to be transported by OC from the point of arrival to the place of the accommodation.
- b) Did not book the extra fee and shall at least be given guidance on how to reach the venue.

In any case, we would recommend that you **email all the participants** with a map explaining the easiest ways of transport from the main points of arrival, OC's contact details and the address of the venue.

Do not forget that the members of the OC picking up the participants who paid for the transfer should be visible as ELSA members (a printed sign saying ELSA works best). They should have a list of all the participants they are supposed to pick up with their phone numbers and details of the transport.

The reception of the participants is a key in creating a friendly atmosphere. An **OC desk** should be set up for the whole day of arrival, preferably in the accommodation venue, to which all the participants will be guided. There should be at least 2 OC members all-time ready to welcome and help the participants with their check-ins and distribution of the welcome packages.

If departure transfer has been offered as an extra fee, please ensure that the participants are informed well in advance about the time of their departure from the accommodation premises.

B. Working Materials & Welcome Package

All participants shall receive a welcome package when they arrive at the OC desk. We would recommend that all the participants are informed well in advance with the below information to pre-empt individual email enquiries.

Email all participants before the event providing:

- Working materials including the Timetable of the event;
- Venue address for accommodation, scientific and cultural programme;
- Speakers' information;
- Background reading for the scientific programme;

Welcome package should include:

- Printed version of the Working Materials including programme;
- Marketing materials distributed by your partners or sponsors (pens, notebooks, markers, bags, calendars, educative brochures, t-shirts, bags etc.);
- Brochure about the city and the country;
- Name badge containing the telephone numbers of OC members, emergency services, taxi and the accommodation, and the address.

C. Transportation

As it was stated above, we recommend to book premises in a **walking distance**. However, if this is not feasible, keep in mind that you will have to bear additional costs for arranging shuttles or using the public transportation. In such case consider contacting the university as well as municipalities for shuttles free of charge or look into arranging cheap shuttles or buying weekly tickets for public transportation.

If the distance is within reach, it is totally acceptable to let the participants walk to the venues as long as they are guided by the members of the OC. The OC should ensure to fix official departure times and announce these to the participants in advance, so that they are ready on time and that the whole group can leave in due time.

During the social programme please keep in mind that several options of return should be provided to the participants at different times during the night. At all times there should be a member of the OC present to ensure that the remaining participants know how to get back.

D. Event

Keep in mind during the event:

- Delays, long waiting times and a lack of communication from the OC about the programme or changes are one of the main sources of frustration for the participant;
- Use social media to communicate all relevant information to the participants on regular basis. Secret Facebook group of participants is recommended;
- Prepare coffee breaks and refreshments in the afternoon;
- Accompany the participants to and from the venues;
- Ensure they are on time to the scientific programme;
- Have a list of the participants to ensure all are present;
- Ensure all dietary requirements are respected and inform the waiters well in advance;
- Accommodate at least one member of the OC with the participants in case something is needed urgently;
- Participants are grown-ups, talk to them about what they want;
- Organise games and encourage networking during social activities;
- Take pictures.

E. Evaluation

The HOC has to fill in an **evaluation form** provided by ELSA International as requested by the ELSA Law School Team.

Although not required by the regulations, the HOC should encourage the participants to provide feedback on the ELSA Law School.

The HOC should organise a de-briefing and brainstorming session with the rest of the OC with the aim of creating a document of issues and suggestions for the next ELSA Law School. During this session ensure that you make a note of everything relevant for the transition to the new HOC.

5. Particular Focus

5.1 Scientific Programme

Scientific programme is the core of the ELSA Law School. A strong programme will increase the prestige of the school with speakers, draw the interest of more students and improve the school's reputation for the following year. The OC has to set up scientific programme of at least 20 hours across the 7 days, although **32 hours is the desirable benchmark**. The usual time of the day allocated to the scientific programme is **10:00 am to 5:00 pm**. The binding regulations point at a **mixture of lectures and workshops** where the latter would deepen and emphasise the knowledge from the previous lecture. Try to make the afternoon sessions more interactive or use the time for an institutional visit. Try to be creative and include case studies, moot courts or negotiations. The aim of the ELSA Law Schools is **not to provide theoretical lessons but a practical extra-university education**.

Setting up the scientific programme:

- The key lecturer should create the scientific programme (suggest coverage of the lectures and workshops and identify areas of interest in the topic);
- Focus on practical sessions (workshops in law firms, case studies, moot courts, etc.);
- Combine academic and law practitioners (try to contact the law firms specialising in the respective field of law to send speakers);
- Invite speakers from various jurisdictions (foreign speakers are always supposed to be the highlight of the programme);
- Try to build on the knowledge from attended sessions.

How to find speakers:

- Get a list of the potential speakers from your key lecturer (use both personal contacts and his/her colleagues from the academic partner);
- Search for suitable lecturers in the courses' curricula of your university;
- Discuss the scientific programme with the partners and sponsors of your Local/National Group of ELSA;
- Consider contacting your alumni or speakers that already worked with your ELSA NG/LG;
- Contact the leading law firms in the respective field of law;
- Put a special emphasis on foreign speakers and try to invite as many of them as possible;
- We would recommend to send several invitations at the same time. Very often there will be no response from the potential speakers, so send follow up emails and eventually move on to contact new speakers. Start doing this quite early and in no case no later than February.

When communicating and dealing with speakers:

- Have a designated person that communicates with speakers and guides them during the scientific programme;
- Confirm their attendance as soon as possible and remind them one week before the session;

- Help with or arrange their accommodation and travel;
- Discuss with the speaker what the other speakers will be covering and how he/she fits into the scientific programme and what is the aim of their session;
- Have a list of their telephone numbers on the day;
- Never pay for a speaker (our aim is to find speakers who do it on a voluntary basis);
- It is common to reimburse foreign speakers' travel and accommodation (we would suggest that you search and book their travel options);
- Provide a thank you certificate/memorabilia/gift.

Example of the invitation letter for speakers:

Dear [Speaker],

My name is [Head of OC] and I am a law student from [University]. I lead a team of students to organise a week long international project called the ELSA Law School XX on [LS Topic]. The European Law Students' Association (ELSA) is a network of 40,000 law students and young lawyers in 43 European countries who work together among other initiatives to organise [33] international Summer ELSA Law Schools throughout Europe.

With regard to the abovementioned, I would like to invite you as a lecturer at the ELSA Law School the upcoming [Month]. Given your expertise and experience in [Subject] we would be honoured if you could present your experience concerning the [Subject Matter]. In addition, if there is another topic you wish to deliver a lecture or workshop on, we would be more than willing to considering your proposal, provided that it falls within the scope of the School.

ELSA [Country] held its first ever Summer ELSA Law School in 20XX from # – # of [Month] and has been continuing its realisation annually since then. An astounding # applications were received and the top # students from across Europe came to [Country] in order to participate. This year's event is shaping up to be equally successful and worthwhile.

The ELSA [Country] Law School on [Subject] will be taking place this year in [Venue] from the # to the # of [Month]. This involves a series of workshops, lectures and excursions revolving around current topics in [Subject]. Further information on the Summer ELSA Law School can be found at [Website].

If you would be interested in speaking on [List of Dates], please do contact us. We would be more than grateful if you could accept this invitation.

Please do not hesitate to contact me for any further information. I look forward to hearing from you.

Yours Faithfully,

[Head of OC]
ELSA Law School XX
ELSA [Country]

5.2 Cultural and Social Programme

The cultural and social programmes **are vital** for the good experience of the participants. They offer the opportunity for the participants to enjoy the new city, culture and allow them to network and make friends.

Aim of the social and cultural programme:

- Friendly atmosphere;
- Closer contact with the speakers if possible;
- Networking between participants;
- Exploring what is worth seeing in the city;
- Experiencing the student life of the city;
- Experiencing the culture and traditions of the region/country.

What should the social and cultural programme contain:

- Introduction informative session & welcome speech by the HOC;
- Welcome party focused on ice-breakers (get to know each other games);
- Presentation of the scientific and social programmes;
- Short team-building activities when people are fatigued;
- Social programme activities should be scheduled for every evening;
- There should be a variety of activities (club, karaoke, laser tag, cruise, paintball, bowling, ice-skating, etc.);
- Guided city tour;
- Typical Customs (fish and chips at the harbour, coffee near a great vista, cultural dancing, traditional dinner etc.);
- Some free time after lectures to catch up (we would recommend to allocate at least an hour before or after dinner);
- Graduation ceremony should be the concluding part of the event. Awarding the certificates should be an occasion attended by the academic partner and should have a more formal character but does not need to be organised as a gala ball with formal dress code.

Keep in mind during the social programme:

- Have a set plan for each evening, do not improvise;
- Know the way to the venue;
- Some participants might want to stay longer than others;
- OC should be ready to help and deal with any emergency;
- Always keep the participants together in one venue;
- Let the venue know you are one group and arrange discounts for entry and beverages beforehand;
- Choose student-friendly price category;
- Ensure participants get in and back safely;
- React to the weather and have several backup options.

Contact

Do not hesitate to contact us for any further information.

Email: lawschools@elsa.org