

Reception

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LXXX International Council Meeting
4th November 2021

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What is a physical Reception ?



National Groups' responsibilities

“During the Reception period:

- i. Contact and provide the accepted Applicants and Trainees with necessary information”**

ICM Decision Book, p60.

Quality standards

“Quality standards of ELSA Traineeships relating to Reception shall be published and revised annually by ELSA International and shall include at least the following:

a. Before the start of the Traineeship, the Trainees shall be provided with information about the destination of the Traineeship, including at least:

i. The contact details of the hosting National or Local Group and the Traineeship Provider; ...”

Contact details

Responsibility of ELSA Groups to put the Trainee and the Traineeship Provider into contact

After the confirmation by the Trainee :

Regarding the Traineeship Provider → Send to the Trainee an email with the contact information of the TNP and send an email to the TNP saying the Trainee accepted the TN

Tips and tricks : organise a call with both of them to make the Trainee more comfortable and to have a smooth transition.

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Email of introduction

Regarding the Trainee's Reception : Send him/her an email of introduction :

- tell who you are
- tell that you're the person of contact
- ask if they need someone to pick them up at the airport
- propose them an on-site/online activity when they begin the TN

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Quality standards

“... ii. The relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;

iii. Finding suitable accommodation;”

The culture and the accommodation

In your email, don't forget to :

→ inform the Trainee about the culture and the city/country in general

Tips and tricks : send them your Reception Handbook/Flyer (if you have one)

→ ask if they need any help to find an accommodation. If necessary, ask them information about what type of accommodation they are looking for

Tips and tricks : in addition to send them website links (like booking, hotels website, ...), add them to Facebook group such as ... and groups about accommodation in the city of the TN

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Administrative requirements

In your email, don't forget to :

→ inform the Trainee about specific requirement such as VISA, insurance, taxes, and ask if they need any help

Tips and tricks : you can include basic information already in your Handbook

→ be sure to inform them about the Covid rules in your country and if they need specific documents to come (and/or if a quarantine is required at their arrival)

Tips and tricks : check regularly the rules in your country and update several times your Trainee if needed

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Administrative requirements

Regarding visas specifically, here are some tips and tricks :

- Wait for the **confirmation from the TNP and EI** that the Trainee is coming
- Get in touch with the Trainee **as early as possible** because getting a visa can be complicated → Therefore, tell the Trainee to **not book his/her flight** before have his visa
- Make sure the Trainee has all the **necessary documents** for the Traineeship or to get the visa → some countries have **list** of which documents you need to have to get a visa
- **Case situation** : if you want to make a Traineeship in Spain and you normally live in Italy, you have to go get your visa to the Spanish embassy in Italy !!!

What to do when the Trainee is there ?



**Roundtable : what are your ideas to
organise a successful physical Reception
?**

Love your Trainee !

- Organise events specifically for Trainees
- Invite them to ELSA events so they meet the network
- Prepare a Reception pack for them with national drinks, food, map of the city, goodies of your LG/NG or from partners, ...
- Stay in contact with them at anytime (and also with your TNP !)

Be sure they feel comfortable

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But... What about Online Reception ?



**Same quality standards... But a bit
different...**

Online Reception

→ Be sure to give them the same important information as for a physical Reception (contact information about the TNP, your contact information and say you're there for them)

But, what is next since they are not coming in your country ?

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Online Reception

→ Send them your Handbook, information about the country, the culture

→ even if they are not coming, it is good for them to feel like they are travelling and discovering new things

→ Send them a postcard from your country, a Trainee pack by the post, videos/pictures of the city

→ they will appreciate to receive something from you and it will make them feel like they are really part of the adventure

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Online Reception

→ Organise calls with them to keep in touch

→ it is more personal than just emails

→ Organise social moments such as watching a movie together, calls with other Trainees or ELSA members, games online

→ they will appreciate to have some “chill” moments and will not only experience the professional part of the Traineeship

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**Try to think about what would make
YOU happy if you had an online
Traineeship**

**Roundtable : what are your ideas to
organise a successful online Reception ?**

Example of a Handbook

If you want to see the example of Reception Handbook made by ELSA Belgium contact the President of ELSA Belgium at president@be.elsa.org

**Thank you !
Any question ?**

