

# Legal Tandem Mailing List Guidelines

2023/2024

# LEGAL TANDEM MAILING LIST GUIDELINES

## Foreword

Following the various discussions we have had during this term, especially during the ICM in Thessaloniki, it became clear that a dedicated channel was needed for the Network to better implement the Legal Tandem events. This channel would allow Local and National groups to connect more easily and effectively.

To address this need, we created a dedicated mailing list along with these Mailing List Guidelines.

These guidelines aim to facilitate a more structured and efficient use of the mailing list, reducing unnecessary emails and inconsistent communications. In these guidelines, you will find a template for requesting the availability of Local Groups.

We hope this will be useful and enhance the organisation and coordination of many more Legal Tandem events within the Network.

Be creative and keep building connections with one another!

Sincerely yours,

**Maria Vittoria Voi**

VP Professional Development | ELSA International Board 2023/2024

*Assisted in the drafting of the guidelines by:*

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## Legal Tandem Mailing List Guidelines

### Purpose of the Mailing List

This mailing List ([legal-tandem@elsa.org](mailto:legal-tandem@elsa.org)), as mentioned before, was created to ensure better communication between the various Local Boards that were struggling to connect among each other.

So, whenever a Local Group will have difficulty getting in touch with another Local group, the National Groups will help them through this mailing list.

### How to use the Mailing List Correctly

The mailing list, as we discussed during the ICM workshops, is a more professional and efficient way to communicate with the other Local Groups, so to make everything tidy and clear we have also created an email template that needs to be used to make a request for a collaboration for a Legal Tandem.

It is also important to remember that **only the National Officers will have access to this mailing list** and they will be the only one to be able to send the request emails. For this reason, it is very important to coordinate with your Local Groups.

### Template for request

Email address: [legal-tandem@elsa.org](mailto:legal-tandem@elsa.org)

<p><b>Subject:</b> Request from ELSA (Name) for a co-organiser Local Group [in (Country)]</p> <p>Hello everyone,</p> <p>Follow the request from ELSA (Name) to co-organise a Legal Tandem event [in (Country)]</p> <p><b>Format:</b> Online/Physical</p> <p>(If physical) <b>Location:</b></p> <p><b>Date:</b></p> <p><b>Topic:</b> Legal systems/Study paths to becoming a legal professional/National working culture in the legal profession</p> <p><b>Any preferences:</b></p> <p><b>Person to contact:</b></p> <p><b>Email:</b></p>	<p><b>Subject</b></p> <p><i>If you already have a preference for the Country of the Local Group, specify it in the subject.</i></p> <hr/> <p><b>Format and Location</b></p> <p><i>If you already know that the Legal Tandem will be part of a Study Visit or other "physical" event, specify it in the request.</i></p> <hr/> <p><b>Topic</b></p> <p><i>The topic can also be more specific than the three broad categories.</i></p> <hr/> <p><b>Person in contact and email</b></p> <p><i>The person in charge will be the Local VP PD who will coordinate the event.</i></p>
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### Example

**Subject:** Request from ELSA Helsinki for a co-organiser Local Group in Italy

Hello everyone,

Follow the request from ELSA Helsinki to co-organise a Legal Tandem event in Italy.

**Format:** Online

**Date:** between February and the 15th of March

**Topic:** Legal system with a focus on the Master's system.

**Any preferences:** We would prefer to have the session in the morning between 10 am and 12 am because the event is part of a bigger event that will take place in the evening.

**Person to contact:** VP PD of ELSA Helsinki, (Name and Surname)

**Email:** xx.xx@xx.elsa.org