5. HOW TO ORGANISE A LEGAL TANDEM

5.1 First step: Initiation

- ☐ A member of a Local Board can contact any Local Group from the country they would like to collaborate with;
- ☐ After they agree on doing one the PD officers from both Local Groups will start to plan their Legal Tandem.

Remember: the PD Officer can contact the other Local Group via social media or in person during an ELSA event, but to make it easier and more official ELSA International created a mailing list for this type of communication.

5.2 Second Step: Choosing the format

- ☐ A physical Legal Tandem session: it can take place inside any event which brings two Local Groups from different countries together, such as a Study Visit or a regional bilateral ELSA even;
- ☐ A virtual Legal Tandem: it is organised as a webinar, using a platform that suits both Local Groups, such as Teams or Google Meets.

5.3 Third Step: Planning the session

- ☐ The PD Officers need to choose the topics and questions that will be covered during the session, use the Legal Tandem National Knowledge Bank;
- ☐ After the PD officers will prepare a presentation on their country's practices and systems on the jointly agreed Legal Tandem topics and issues and present them during the Legal Tandem session;
- ☐ To make the participant not lose focus the PD Officers could ask them to produce short team works on their study system.

Remember: the chosen topics need to be covered by both of the Local Group's presentations, so that it will be easier to analyse the differences or similarities.

5.4 Fourth Step: Promotion and registration

- ☐ The marketing of the event can start at least one week before the registration opens;
- ☐ Registration should be open at least one week;
- ☐ The suggested maximum number of participants per Local Group is 20-25 making the total number of participants from both Local Groups around 50;
- ☐ If the Officers want to, there is a simple brand with a logo, colours and key elements they can use so that the project will be recognisable across the ELSA network.

Remember: keep at least a week between the closing of the registrations and the event itself so that the participants will have time to make their presentations.

5.5 Fifth Step: Participant presentations

- ☐ The VP PD should divide the participants from its Local Group into around three groups and give each one an assignment to answer with 1-2 presentation slides;
- ☐ The answer should take a maximum of 5 minutes;
- ☐ The VP PD should collect the participant presentations at least two days before the Legal Tandem session.

Remember: the participant presentations derive from the topic on "Study paths to becoming a legal professional" and can be the only part of a Legal Tandem session covering this topic.

Examples of topics and questions for the presentations:

- Describe how you can plan your studies. How much freedom of choice do you have in your curriculum? Can you alter the length of your studies, meaning graduating sooner or later than on average? When and how can you plan exchange studies? Etc.

- Describe the types of course work you have. When do you need to do assignments and exams? How do you get graded? Can you substitute course work easily? Etc.

- Describe your study culture. How do students and professors address each other? How much do you have mandatory on sight lectures and how much are you expected to self-study? How does the university support students' social activities? Etc.

5.6. Sixth Step: Session and evaluation

- ☐ The PD officers are responsible for the country presentation;
- ☐ After the session → the PD officers should collect evaluation and feedback from participants;
- ☐ The participants should receive Certificates of Participation, the template will be provided in the simple branding kit.