



## INTERNATIONAL CONFERENCE 2012

Dear ILSA Chapters,

The International Law Students Association is currently soliciting bids from schools with an ILSA chapter to host the 2012 ILSA International Conference. For years, ILSA has helped students organize and finance international law conferences in cooperation with universities and other educational and professional organizations. Conferences consist of academic panel discussions related to timely issues of international law and information about international legal opportunities for students. Conferences provide students with excellent opportunities to network with international law practitioners, academics and other law students from around the world.

The annual ILSA International Conference was first held at Universidade Federal de Minas Gerais in Belo Horizonte, Brazil and it was a resounding success with over four hundred students from more than thirty schools participating in conference events. The International Conference was then held in India in 2009, Istanbul, Turkey at Bahcesehir University in 2010, and in 2011 at University College Utrecht, The Netherlands.

For the 2012 ILSA International Conference, ILSA will again require that the conference locale be an institution outside of the United States. ILSA recognizes that its members live and study in countries all around the world, and its events should reflect the global scope of its membership. Therefore, while a U.S. school may submit a conference proposal, it must partner with an institution abroad and hold the conference there. For example, a U.S. school can collaborate with a sister school that is host to its legal study abroad program, and hold the conference at that institution. Note that schools outside the United States are also asked to work with other schools in planning the conference to ensure that ILSA members from all over the world are part of the planning process and able to attend. With the cooperation of many schools, ILSA hopes that the host of the 2012 conference will be able to recreate the enthusiastic academic and intercultural exchange exhibited by past conferences.

Chapters wishing to submit a bid to host the 2012 International Conference should include the following information in their proposal:

- An introduction of the chapter and any past involvement with ILSA;
- A summary of the proposed topic for the conference;
- A financial summary and budget that breaks down all anticipated costs associated with hosting the conference and how the school intends to pay for the costs (Note: ILSA will provide a maximum of \$3000 towards the cost of the conference);
- A list of individuals to serve on the conference planning committee, including any faculty support;

- A proposed conference schedule, including proposed conference dates (conference must be held sometime in June-August, 2012);
- Proposed keynote speakers, including the speaker's biography;
- Proposed panel topics fitting in with the topic of the conference and information on proposed speakers for each panel;
- A description of the facilities at which the conference will be held;
- Contact information for the student conference planning committee; and
- A list of schools and organizations the chapter plans on contacting to aid in conference planning.

A document to assist you in preparing your proposal is attached to this document. The chapter that is selected to host the 2012 ILSA International Conference will be required to:

- Keep in contact with the ILSA Programs Coordinator and Student Officers;
- Provide planning updates to the ILSA Executive Office every two weeks;
- Send advertising materials to ILSA to be dispersed to ILSA chapters;
- Post and update a Conference website;
- Work with local hotels to assure that affordable and convenient accommodations will be available for participants and attendees;
- Communicate with international students regarding travel arrangements;
- Meet scheduling and planning deadlines set by the ILSA Executive Office.

All proposals must be emailed to the ILSA Executive Office at [vshen@ilsa.org](mailto:vshen@ilsa.org), on or before October 15, 2011. A three-person committee will be appointed to evaluate each bid and a decision will be made by October 31, 2011. The committee will take into account the following factors in making its decision:

- Whether and how the conference will explore important issues in international law and contribute to existing scholarship;
- Whether the conference plan is complete, well-organized, and can be implemented by the student planning committee;
- Whether the proposal is a collaborative effort between schools, involves the talent and time of students from multiple schools, and utilizes the resources and support of various schools and organizations.

Please email questions about ILSA conferences or the bidding process to Vivian Shen, the ILSA Programs Coordinator at [vshen@ilsa.org](mailto:vshen@ilsa.org). Thank you for involvement with ILSA, and good luck preparing your bids.

Vivian Shen  
ILSA Programs Coordinator

## CONFERENCE PROPOSAL OVERVIEW

<b>Conference Theme/Title</b>	
<b>Tentative Conference Dates</b>	
<b>Host Universities</b>	
<b>Location of Conference</b>	
<b>Faculty Advisor to the Conference Committee</b>	
<b>Other University Support</b>	
<b>Other Sponsoring Organizations (if known)</b>	
<b>Conference Committee Members and Contact Information</b>	
<b>Financial Support Host University will provide</b>	
<b>Funding Needed</b>	
<b>Proposed Panel Topics; include Proposed Keynote Speaker</b>	

## **SUGGESTED CONTENTS FOR CONFERENCE PROPOSAL**

**1. Chapter History and ILSA Involvement:** please discuss the status of your chapter, current events and activities the chapter has organized, and the chapter's involvement with ILSA and other ILSA chapters.

**2. Conference Topic:** discuss the focus of the conference, why this topic was chosen, and how a conference concerning this topic will advance the study and understanding of international law and contribute to the body of legal scholarship that already exists on the particular topic.

**3. Dates and Locations:** state the proposed dates of the conference and where the conference will be held. Include the city where the conference will take place, as well as the facilities that will be used to host conference activities. Please note that the conference should be held between June-August, 2012. Any deviation from this time must be discussed with the ILSA Executive Office.

**4. University Support and Guidance:** describe the support that you have received from or expect to receive from the university, faculty, other student organizations, alumni, businesses and legal organizations. If available, include letters of support for the conference from the university's dean or faculty members.

**5. Proposed Budget and Fundraising Plan:** estimate the cost of the conference and draft an itemized list of all anticipated expenditures, noting the approximate cost of each item. Also draft a fundraising plan that states the amount of money that will need to be raised, possible sources of funding, and how student conference organizers will solicit donations and sponsorship. Note that ILSA will give the conference organizers up to a \$3,000 grant to help with the conference costs.

**6. Proposed Panels and Speakers:** provide a proposed schedule for the conference, including a description of panels and discussion groups that will be held. Also provide a list of academics and practitioners who will be approached to serve as panelists at the conference and a list of possible keynote speakers with bios.

**7. Outreach Plan:** describe your outreach plan, including what schools and institutions will be involved in the conference planning process. Explain how the schools will coordinate to plan the conference, and how students will reach out to ILSA members to generate interest in the conference and assure that the conference will be well-attended. Also explain how

**conference organizers will seek to involve law schools and students that are not part of the ILSA organization.**

**8. Conference Committee: describe the structure of the conference planning committee, including the number of students that will be involved in the planning process, a description of the sub-committees that will be established, and a timeline indicating when certain tasks such a fundraising, securing speakers, securing facilities, etc. will be complete.**

**\*Conference organizers generally establish the following subcommittees:**

- Fundraising Committee**
- Speaker Committee**
- Travel Committee**
- Publicity Committee**
- Student Outreach Committee**
- Entertainment Committee**
- Logistics Committee**

**This is not an exhaustive list, nor must you establish these committees.**

## BUDGET WORKSHEET

EXPENDITURE	ESTIMATED COST	DESCRIPTION
Conference Facilities		
Speaker Travel and Accommodations		
Catering and Food Costs		
Advertising and Publicity Costs		
Supplies		
Entertainment		
Other		

## **RESPONSIBILITIES OF HOST UNIVERSITIES**

In addition to organizing each aspect of the conference, the chapter that is selected to host the ILSA Summer Conference will be required to:

- Keep in contact with the ILSA Executive Director and Student Officers;**
- Provide reports to the ILSA Executive Office every two weeks on the status of the planning of the conference;**
- Send advertising materials periodically to ILSA to be dispersed to ILSA chapters;**
- Maintain a ILSA Summer Conference 2012 website;**
- Work with local hotels to reserve hotel rooms for conference participants;**
- Communicate with international students regarding travel arrangements.**

The host school will also have to adhere to the following timeline:

- Recruit students to serve on the conference planning committee and send the contacts of each committee member to the ILSA Executive Office by November 21, 2011.**
- Send the ILSA Executive Office updates every two weeks from November 21, 2011 until the date of the conference.**
- Design a preliminary conference poster and information for the ILSA website by December 1, 2011 and send it to the ILSA Executive Office.**
- Send a preliminary program to ILSA by January 31, 2012.**
- Send another promotional poster and registration materials to ILSA by March 1, 2012.**
- Finalize the conference program by April 13, 2012. All speakers should be confirmed by this date.**
- Reserve a block of discounted hotel rooms for attendees by May 1, 2012.**
- Ensure that all contract matters are fulfilled, debts paid, and obligations to donors satisfied within one week of the last day of the conference.**

**\*Dates are subject to change and schedule may be modified at ILSA's discretion.**

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