

Call for EULETA Conference 2020 Hosting

*“An opportunity to host
a conference for top
Legal English experts
from Europe and
beyond”*

MAY 2019

Contact: secretary@euleta.org



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About EULETA

The European Legal English Teachers' Association (EULETA) unites Legal English teachers from Europe and beyond to promote effective teaching, networking, and the sharing of experience and information. We accommodate teachers from both academia and business, and provide a link between practitioners from different backgrounds.

The biennial conference is one of EULETA's main activities and brings together Legal English professionals from Europe and beyond.

We also provide information on materials, publications, and online resources, maintain a trainer directory and a network of country representatives. For members, we offer a range of benefits, including free teaching materials, training programs, and reduced conference fees.

For information and a video about the last conference visit: www.euleta.org

Background

Every 2 years (on 'even' years) EULETA organizes a conference for its members and other legal English professionals, students and scholars, attracting between 80 and 120 people.



Split 2018: Tour of Trogir



Zurich 2016: Sharing ideas over coffee



Warwick 2014: Welcoming guests

Previous conference locations:

2010 Hamburg, Germany
2012 Osnabrück, Germany
2014 Warwick, UK

2016 Winterthur, Switzerland
2018 Split, Croatia

Format

Format

1 key-note speaker Saturday morning (plenary) then up to 4 separate tracks with each session of 45 minutes throughout Saturday and Sunday morning. Closing plenary session (EULETA panel or a second key-note speaker) before lunch on Sunday morning.

Duration

1.5 full days (normally Sat & Sunday; can be Friday-Saturday as last time in Split).

Date

Mid/Late September (3rd or 4th weekend i.e. 18-20/09/2020 or 25-27/09/2020)

Arrival

Friday late afternoon + meet and greet on Thursday Friday evening.

Accommodation

Potential hosts need to be able to organise discounted offers with a local hotel situated close to the venue (within a 10-minute walk): the “conference hotel” (usually a hotel that your university uses for visiting academics, etc).

Prospective hosts should also provide a list with a range of accommodation options from “budget” through to “business” (i.e. hostels, B&Bs-guesthouses, and hotels between 0 and 30 minutes from the venue).

Accommodation booking and payment, unless exceptionally pre-arranged between the EULETA board and the host organising committee to be part of the “conference package” (and registration charge), is the individual responsibility of each participant.

Conference Location Criteria

Critical

1. In a location with easy access (especially from central/east Europe)
2. In a location where there is a reliable EULETA representative

Price

1. Attendees charged under €200 (unless accommodation included) as max price
2. Early bird discounts
3. EULETA member discounts

On-site facilities

1. Preferably a university setting, though conference venue/hotels could be considered
2. Location facilities (on-site):
 - a) Plenary room for approx. 100 people
 - b) 3 or 4 smaller rooms (up to 30 people each)
3. Refreshments – coffee breaks (2 Saturday and 1 Sunday)
4. Lunch Saturday (can be off-site, but short walking distance)
5. On-site assistance (e.g. by local students)
 - a) Meet & greet
 - b) Registration
 - c) Assistance during coffee breaks
 - d) Guiding attendees to conference rooms (first day only)

Sponsorship

1. Minimum – coffee breaks / Saturday lunch
2. Maximum – full conference (e.g. Winterthur)

Extra (location)

1. Friday evening meet and greet (any nearby bar is ok)
2. Evening meal Saturday – in a ‘nice’ local restaurant
3. Social activity on Sunday afternoon – e.g. visit to local tourist attraction
4. Readiness to cooperate with EULETA approved sponsors and clarification that no parties with a commercial interest may participate or promote their interests unless approved by the board

Bidding Process and Timeline

1. **17th May 2019:** EULETA sends out the call for bids
2. **17th May - 20th June 2019:** Interested bidders submit a proposal to: secretary@euleta.org detailing how they meet the set criteria
3. **20th June - 16th August 2019:** The bids are considered by the board and a shortlist is announced
4. **1st - 13th September 2019:** EULETA members are asked for their opinions via social media and newsletter
5. **September 2019:** The EULETA Board selects the destination taking into account views of members
6. **October 2019:** The selected destination is confirmed and the destination is publicly announced via newsletter and social media.

EULETA Board



From Left to Right:

Franz J. Heidinger (Vice-President)
Louise Kulbicki (Communications Officer)
David Albert Best (President)

Sofia Parastatidou (Secretary)
Sophia Barinova (Treasurer)
Mark Brophy (Internal Affairs Officer)