

# Call for EULETA Conference 2023 Hosting

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

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Contact: [secretary@euleta.org](mailto:secretary@euleta.org)



# Call for EULETA Conference 2023 Hosting

## 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 about past events the last conference visit: [www.euleta.org/events/](http://www.euleta.org/events/)

Watch this video of the 2018 conference: <https://youtu.be/loUH8zE1eRM>

See photos from the 2021 conference:

<https://www.facebook.com/media/set/?set=a.2779180925712824&type=3>

# Background

Every 2 years EULETA organizes a conference for its members and other legal English professionals, students and scholars, attracting between 40 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  
 2020 (Postponed due to Covid-19)  
 2021 Paris, France

# 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).

## Date

Mid/Late September (3<sup>rd</sup> or 4<sup>th</sup> weekend)

### Arrival

Friday late afternoon + meet and on Friday evening.

### Accommodation

Potential hosts should 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).

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 member representative

### Price

1. Attendees charged under €200 as max price
2. 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

#### 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. 14<sup>th</sup> June 2022: EULETA sends out the call for bids
2. 14<sup>th</sup> June - 29<sup>th</sup> July 2022: Interested bidders submit a proposal to:
3. [secretary@euleta.org](mailto:secretary@euleta.org) detailing how they meet the set criteria
4. 1<sup>st</sup> August - 2nd September 2022: The bids are considered by the board and a shortlist is announced
5. 5<sup>th</sup> - 16<sup>th</sup> September 2022: EULETA members are asked for their opinions via social media and newsletter
6. 24<sup>th</sup> September 2022: Successful host is announced at EULETA AGM at the EULETA Workshop 2022
7. October 2022: The destination is publicly announced via newsletter and social media.