

March 2021

**Guidelines for Organising an ESIL Research Forum**

**COUNTDOWN TO THE Research Forum (RF): TIMELINE**

At least 1 year in advance: Board meeting in the spring

Selection of the venue for the following year’s Research Forum, and selection of two Board members to form the Programme Committee with the local organiser(s).

Practical organization: local organiser to obtain sponsorship for the event, fix the date, book the venues and catering, etc.

April / May

Programme Committee to send draft Call for Papers and names of proposed invited participants to ESIL Executive Committee for approval. After approval, invitations to keynote speaker and any other invited participants can be sent out.

RF conference website and conference email address to be set up.

ESIL Board to finalise date and time of Board meeting held at the same time as the RF.

June / July

Distribute Call for Papers, with deadline at end of September

September

ESIL Secretariat to inform ESIL Interest Groups about IG workshops at the RF

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6 months in advance: ESIL Board meeting (September)

Board members to indicate their availability to act as chairs / discussants at the RF

Local team to set up conference registration system

October

Programme Committee to select papers

Local team to inform abstract submitters of outcome of selection process

ESIL Secretariat to add information about ESIL grants to ESIL website

November

Final RF programme should be online, and ESIL Secretariat will advertise programme and registration

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| **Registration opens in November / December** |

December

Deadline for IG conveners to book a room for an IG event

Finalise catering options and check technical back-up at the venues

Set up system with ESIL Secretariat to check ESIL membership status of registrants

January

Call for Papers for IG workshops should be online

Start putting together the conference materials

Start drafting RF brochure

February

Receipt of full papers from selected RF speakers

Receipt of programmes of IG workshops, to be posted on the RF website

February /March

Print RF brochure

Decisions about ESIL grants

**ESIL RESEARCH FORUM (March / April)**

After the event: Inform speakers about publication options, and send final budget and registration list, and any other feedback to ESIL Secretariat.

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| **SELECTION OF VENUE**  ESIL members who wish to express interest in hosting a future RF are asked to fill in the [online form](https://esil-sedi.eu/researchforumproposal/) and return it to the [ESIL President](mailto:hinojosa@ugr.es) and the [ESIL Secretariat](mailto:esil.secretariat@eui,eu) by the end of February. ([Themes of previous RFs](https://esil-sedi.eu/?page_id=1435) can be found on the ESIL website).  Decisions on the selection of the venue of a Research Forum (RF) will be taken at least one year in advance of the event. |
| **PRACTICAL ORGANISATION**  The local organising team must ensure that there are clear agreements with the host institution about full and timely support for the event. Sufficient administrative staff need to be allocated for the preparation and running of the event.  Venues and catering arrangements need to be booked well in advance. In addition, arrangements can be made with local hotels that offer reduced rates to conference attendees.  **SETTING THE DATE**  The RF is held in the spring each year, usually in March or April. The date should avoid public holidays and the ASIL Annual Meeting. The Forum is usually held on Thursday and Friday (ESIL Interest Group workshops on Thursday morning; RF on Thursday afternoon and all day Friday). The exact date needs to be determined, after approval of the Board, **no later than 11 months in advance**.  **FINANCIAL MATTERS**  The local organising team is responsible for raising funds to cover the total cost of the event. All sponsorship should be acknowledged appropriately on the RF website and in the printed brochure. The local team is responsible for arranging a programme within the constraints of available funds. The overall total cost depends on the country, but catering costs and room rental are usually the major items. It is not ESIL policy to cover travel or accommodation costs for invited speakers but local organisers may do so if they wish, within the constraints of their budget.  At some previous RFs, a nominal registration fee (see appendix 1) has been requested to reduce the number of no-shows. Participants who come to the venue to attend only an IG workshop are expected to pay this fee.  **SETTING UP PROGRAMME COMMITTEE**  At the Board meeting when the venue of a RF is selected, two Board members are nominated to form a Programme Committee with the local organiser(s). This Committee is responsible for preparing the Call for Papers and for the abstract selection process. |
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| **CALL FOR PAPERS**  The Call for Papers should be prepared by the Programme Committee and approved by the Executive Committee by email. It should be ready for publication in the summer before the RF.  Calls from past events can be provided by the ESIL Secretariat. Speakers at ESIL RFs are expected to be ESIL members and this should be mentioned in the Call.  All abstract submissions should be collected in an EXCEL file. After the deadline, the ESIL membership status of all submitters must be checked by the Secretariat.   |  | | --- | | As submissions are received, the local organising committee should check that the submissions include all the requested information and confirm receipt. | |
| **ESIL INTEREST GROUP (IG) WORKSHOPS**  The ESIL Secretariat will inform IG conveners of the date and time when IG workshops can be arranged.  In 2019, the ESIL Board agreed that IG workshops can be held prior to the RF on condition that:   1. *The topic of the workshop corresponds to the overall topic of the RF* 2. *Selected speakers are early-career scholars* 3. *Planning for the RF workshops does not have a negative impact on the planning for the annual conference IG workshops* 4. *The local organizers can provide enough rooms; the number of workshops may be limited on the basis of ‘first come, first served’ principle*   (See appendix 2 for details of the number of IG workshops at previous RFs).   |  | | --- | | 17 Interest Groups in 2020. It is useful if IG conveners can liaise with one specific person. |  |  | | --- | | Example timeline for IG workshops for a RF in April:   * By mid-December of the previous year – IGs book a room for their workshop: contact xxx * By end of January – Calls for Papers online (Call must be aimed at early-career scholars and must be about the topic of the Research Forum) * By mid-February – submitters to be advised about outcome of the selection procedures * By end of February - all workshop programmes online on the RF website / ESIL website; programmes should allow time for a full discussion of the papers (ideally, 30 minutes per presentation). * Before deadline in early March - all IG speakers who are ESIL members can apply for ESIL grants |   The RF website will include a page with a list of IG workshops, including the programmes, with times and venues.  Speakers at IG workshops should be ESIL members and participants at IG workshops are encouraged to attend the main RF.  **RESEARCH FORUM WEBSITE**  Local organisers usually set up a Research Forum website or a webpage on an institutional website. This should include Information about the RF (Call for Papers, programme, IG workshop programmes, venue, etc.) as well as practical information (hotel accommodation, travel information, maps, social programme, etc.) The ESIL website home page should include a link to the RF website as soon as the website is set up.  **ADVERTISING**  The ESIL Secretariat will use the ESIL website, mass emails, ESIL Newsletters, ESIL Updates, and Twitter to inform ESIL members about all aspects of the RF. The local organiser can also use their own communication channels, especially to encourage local students to attend.  **FINAL PROGRAMME**  After the CfP deadline (end of September), the Programme Committee will select the best abstracts. Selection should be primarily driven by considerations of academic quality, then other considerations such as diversity of age, geography, gender, and ESIL membership status should be taken into account. Some speakers will inevitably be unable to attend and reserves will be needed; it is advisable to inform reserve speakers of their status.  The Programme Committee should also select the keynote speaker, whose role is to frame the discussion of the theme of the RF. In addition, the committee should propose chairs and discussants; Board members are generally invited to take on these roles. As a general principle, all chairs and discussants should be current ESIL members.  When invited chairs and speakers have confirmed their participation, the final programme can be posted online.  The local organisers need to give provide clear instructions to chairs, discussants and speakers to ensure the high quality of the RF. |
| **CATERING**  During the RF, refreshments and lunch are usually provided for all attendees, within the constraints of the budget. |
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| **ESIL TRAVEL GRANTS AND CARERS’ GRANTS**  ESIL travel grants and ESIL carers’ grants are offered to speakers to encourage and facilitate attendance at ESIL events. The ESIL Board will determine the total sum to be spent on grants each year. Grant applications are coordinated by the ESIL Secretariat. The grants should be advertised on the RF website. All ESIL grant recipients must be ESIL members. |
| **ESIL BOARD MEETING DURING THE RF**  The ESIL Board (approx. 16/18 people) holds a meeting on the occasion of the RF. The local organising team arranges a room for the meeting, and a Board dinner is usually offered by local organisers. |
| **RF BROCHURE**  The local organising committee prepares a brochure for distribution during registration. There is no standard design.  The brochure could include the following information:   * a map indicating all the venues and the main hotels * the programme, possibly including photos and bios of all chairs, speakers and discussants * details of IG workshops * information about post-event publication options * names and logos of all sponsors * a standard text recognizing the contribution of the ESIL Secretariat staff (this will be provided by the Secretariat) |
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| **RECEIPT OF FULL PAPERS**  Depending on the date of the RF, the deadline for submission of full papers is **usually in January/ February.** This is necessary in order to allow coordination with other speakers and to allow for additional guidance by the chair and /or the Programme Committee. Papers can be uploaded to a password-protected section of the RF website. |
| **PUBLICATIONS**  After the RF, papers can be submitted to the ESIL SSRN Conference Paper Series, subject to review. Speakers are informed about the publication process in the RF brochure and by email immediately after the conference.  **BUDGET AND FEEDBACK**  In order to help future organisers, the local organiser is asked to provide the ESIL President (and ESIL Secretariat) with the final budget and registration list for the event, plus any additional information to be included in future versions of these Guidelines. |

*GUIDELINES prepared by the ESIL Secretariat, March 2020. The Guidelines will be updated regularly.*

**APPENDIX 1: Registration fees**

* FLORENCE 2015 – no registration fee
* ISTANBUL 2016 – no registration fee
* GRANADA 2017 – non-ESIL members paid 25 EUR
* JERUSALEM 2018 – ESIL members paid 15 EUR, non-ESIL members paid 25 EUR
* GOTTINGEN 2019 – all participants paid 20 EUR (speakers, chairs, discussants and ESIL Board members excluded)
* CATANIA 2020 - no registration fee

**APPENDIX 2: Interest Group workshops**

* FLORENCE 2015 – Interest Groups were not invited to arrange events
* ISTANBUL 2016 – **1** IG workshop: IG on the History of International Law
* GRANADA 2017 – **1** IG workshop: IG on the History of International Law
* JERUSALEM 2018 – **1** IG workshop: **IG on International Environmental Law**
* GOTTINGEN 2019 – **6** IG workshops: IG on Peace and Security / IG on International Organisations / IG on the History of International Law / IG on Migration and Refugee Law / IG on International Economic Law **/** IGs on International Environmental Law and International Bio Law
* CATANIA 2020 - **6** IG workshops: IG on Peace and Security / IG on the History of International Law / IG on Migration and Refugee Law / IG on International Economic Law / IG on International Environmental Law / IG on International Law of Culture

**APPENDIX 3: Number of abstracts received**

* + FLORENCE 2015 = **91** (43 ESIL members / 48 non-members)
  + ISTANBUL 2016 = **186**
  + GRANADA 2017 = **143**
  + JERUSALEM 2018 = **111** (49 current members, 10 past members, 52 never members)
  + GOTTINGEN 2019 = **82** (31 current members, 12 past members, 39 never members)
  + CATANIA 2020 = **125** (46 current members, 11 past members, 68 never members)

**APPENDIX 4: Number of participants**

* FLORENCE 2015 = **51**
* ISTANBUL 2016 = **67** (plus 35 local students)
* GRANADA 2017 = **74**
* JERUSALEM 2018 = **64**
* GOTTINGEN 2019 = **148**
* CATANIA 2020 = tbc