

Chapter III
Book of Guidelines
International Event



**ASIAN LAW STUDENTS'
ASSOCIATION**

Authenticated by:
ALSA International Board 2020/2021

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GENERAL

1. Golden Rules for Registration

1.1 Pre-Bidding

- i. The bidding shall take place in the Governing Council Meeting;
- ii. The International Board shall supervise, proceed and facilitate the bidding
- iii. National Chapter who is interested to bid the International Event shall send the bidding form (gg.gg/alsadocument) and presentation documents which are but not limited to:
 - Estimated Date of the Event
 - Organizing Committee Structure
 - Place and City
 - General Timeline
 - General Round Down
 - Academic Activities Plan
 - City Trip Planto sec_gen@alsainternational.org, minimum 2 weeks before the bidding takes place

1.2 Alumni

- i. National Chapter shall keep the list of Alumni Registration. Any ALSA member that is in the Alumni Registration of the National Chapter shall be the Alumni within the definition of International Events.

1.3 Application

- i. Interested applicants/delegates must send in their registration and indemnity forms (gg.gg/alsadocument) through their respective National Chapters which will later on, be passed to the Organizing Committee.
- ii. The delegates shall be informed to send in their registration to respective National Chapters by the information publicized by:

- a. Organizing Committee, but not limited to; on either official invitation email, official invitation letter, registration form and indemnity form or altogether.
- b. National Chapters, but not limited to; on caption message of social medias when helping publicize the said events.
- iii. If any individual registrations has come to the attention of Organizing Committee, the registration can only be proceeded once the Organizing Committee has informed the respective delegates' National Chapters of it.

1.4 Withdrawal

- i. If the Organizing Committee negligently accepted participants who applied individually without going through the National Chapter and the participant withdraw and/or seek refunds afterwards, the issue shall befall under the purview of the Organizing Committee's.
- ii. If the application is acknowledged by National Chapter and sent by the National Chapter, and the participants withdraw and or seek refunds afterwards; the issue shall befall under the purview of the respective National Chapter.
- iii. In any event where the application process is carried out or supervised by the International Board, the International Board shall be responsible for any negligence caused and shall be liable in the same manner as the Organizing Committee as provided in section 1.3(i).

1.5 Sanction for Delay in Submitting International Event Report

If the written report is not submitted within the required time mentioned above, the hosting National Chapter may be subjected to one or more of the penalties below:

1. A warning letter issued by the President of the International Board
2. Disciplinary probation period whereby the National Chapter would not be allowed to vote in the next Governing Council Meeting.
3. Subject to the President's discretion in severe instances, be revoked of the right to bid in upcoming International Events.

II. ALSA INTERNATIONAL EVENT

1. Annual Conference and ALSA Forum

The Annual Conference is an international event where all ALSA members gather and participate in developing ALSA. Therein, the members are provided with the occasion to garner more networks, as well as the opportunity to develop their academic knowledge.

The ALSA Forum, as mandated by the ALSA Constitution, is an event annually held around August providing opportunities equivalent to Annual Conference to members.

Generally, what sets the ALSA Forum apart from the ALSA Conference is the election of the new set of International Board officers, as voted by the delegates who are present in the General Assembly, in representation of the interests of their National Chapter to ALSA.

1. Objectives

- 1.1. To broaden the network of members
- 1.2. To deepen the knowledge of members
- 1.3. To regenerate ALSA International Board
- 1.4. To promote the legal system of the host country
- 1.5. To engage members of ALSA in academic and cultural sharing

2. Activities

2.1 Welcoming Party

2.2 Cultural Party

2.3 Farewell Party

2.4 Seminar

2.5 Administrative Meeting

- a. Governing Council Meeting
- b. Academic Activities Department Meeting

- c. Public Relations and Marketing Meeting
- d. Training, Exchange and Development Department Meeting
- e. Secretary General and Treasurer Department Meeting

2.6 ALSA Academic Activities Competition

- a. Model United Nations
- b. ALSA Client Consultation Competition
- c. Table Discussion
- d. English Debate Competition

2.7 Only applies to ALSA Forum: International Board transfer of power session

- a. General Assembly
- b. Transfer of power session

2.8 Cultural Visit

2.9 Social Charity event

3. Reminders for Host Countries

Host countries are required to :

3.1 All plans and estimates to be in line with the ALSA Constitution and Guidelines

3.2 All administrative issues to be finalized three (3) weeks prior to the event

3.2.1 Administrative issues refer to: accommodation permit and payment, licensing, submission of documents to authorities and other issues related to administrative matters

3.2.2 The receipts or invoices of accommodation payment shall be sent to International Board.

3.3 Indemnity agreement must be clear on all and every expenses the registration fee will cover; including transportation, accommodation, food and route trips.

3.4 Provide truthful information about the country's condition

3.5 Provide a list of things to prepare for participants

3.6 Follow the given ALSA Halal Guidelines from ALSA International Board

3.7 Provide adequate time for ALSA Muslim members for their prayers

4. Requisites for Host Countries

Host countries are obliged to

4.1 Be capable of understanding objectives of the event

4.2 Have willingness to follow the Guidelines

4.3 Have been conducting transfer of knowledge session with the previous host
with :

4.3.1 Declaration letter signed by the president of National Chapter which
hosted the previous event as proof

4.4 Have not hosted, nor proposed any bid in ALSA Conference or ALSA Moot
Court Competition within one period of ALSA Year

4.5 Propose for bidding to be presented and distributed in front of GC members

4.6 Have willingness to provide:

4.6.1 Accountability Report to be presented in the next immediate GCM
online following the event;

4.6.2 Certificates of Participation to be distributed to the participants on
departure day;

4.6.3 Complete information of the event seven(7) months after the bidding at
the latest containing :

- a. Fixed date of the event;
- b. Fixed theme of the event;
- c. Fixed number of the participations up to distribution of information;
- d. Fixed registration fee;
- e. Fixed activities of the event;
- f. Fixed contact person information;
- g. Assumed participation quota

4.6.4 Written Activities Report for a maximum of two (2) months after the event
containing:

- a. Definition of the event;
- b. Background of the event;
- c. Rundown of the event;

- d. Participant activities;
- e. Partners of the event;
- f. Financial Report;
- g. Photographs of the event;
- h. Comments given by at least ten percent(10%) of participants as in the Assessment Form;
- i. Recommendation for future host

4.12 Must be approved by the GCM

5.1 Proposal of event bidding shall contain:

- a. The Objective/s of the bidding;
- b. The Activities Plan consists of:
 - i. Academic Activities
 - ii. Non-Academic Activities
- c. The Itinerary Plan shall contain:
 - i. An estimate schedule of the event^[1]_[SEP]
 - ii. An estimate day of arrival of participants
 - iii. An estimate day of departure of participants
- d. Planned Accommodation;^[1]_[SEP]
- e. Estimated Budget;
- f. Directions on how to travel to the host country;
- g. Fixed Cancellation Policy;
- h. Expected Quota per National Chapter;

5.2 Made in 2 formats; one in soft copy (PPT & Docx) and another in hard copy

6. Miscellaneous^[1]_[SEP]

6.1 The application of this guideline shall be made in line with the ALSA Constitution^[1]_[SEP]

6.2 Should there be any issue with regard to this provision which has not been stipulated in this Guideline, it shall henceforth be brought to any officer of ALSA International Board, and the matter shall be discussed internally between them and the Organizing Committee

2. John H. Jackson Moot Court Competition (JHJMCC)

European Law Students' Association ("ELSA") Moot Court Competition

1. Introduction

- a) John H. Jackson Moot Court Competition (formerly known as "ELSA Moot Court Competition on WTO Law") is the annually organised international moot court competition by the European Law Students' Association **in cooperation** with Asian Law Students' Association ("ALSA")
- b) This moot court competition aims to educate law students to develop their legal and oral presentation skills in the field of International Trade Law to prepare law students in their future career as a lawyer.

2. Mechanism

- a) ALSA acting as ELSA's partner in JHJMCC shall host the Asia-Pacific Regional Round of John H. Jackson Moot Court Competition.
- b) there shall not be more than one team per law faculty (or business faculty that includes the teaching of law) taking part in the Regional Round
- c) Conducted entirely in English
- d) Participating team is allowed to have 2 to 4 law students
- e) JHJMCC Regional Round consists of two phases – the written memorial phase and the oral pleading phase
 - i. Written Memorial Phase
 1. Registered teams must send one Written Submission (WS) for the Complainant and one Written Submission for the Respondent (two separate Written Submissions in total). Guidelines for WS can be found on the John H. Jackson Moot Court Competition website.
 2. Participants will submit the memorials based on the Moot Problem in accordance to the rule provided by ELSA International
 3. Submissions will be scored accordingly to the Rules

ii. Oral Pleading Phase

1. Registered teams will proceed to the Oral Pleading of Asia-Pacific Regional Round of John H. Jackson Moot Court Competition.
2. Winner and Runner Up of Asia-Pacific Round shall attend the Final Oral Round of John H. Jackson Moot Court Competition hosted by ELSA.

3. Responsibilities

a) European Law Students Association

a. Moot Problem

- i. Find partner(s) who will help create the Moot Problem
- ii. Provide the Moot Problem to the Regional Round Organizer for the participants alongside with the Rules and Clarifications
- iii. Process the requests by registered teams for Clarifications to the Case and interpretation of the JHJMCC Rules

b. PR

- i. Provide Regional Round Organizer with the logos and templates for brochures and posters for the RR marketing materials.
- ii. Post Facebook posts in order to give visibility to the university, namely the Host University after the commencement of the Asian Pacific Regional Round.

c. Funds

- i. support the RRO with fundraising advice, recommendation letters and other means available.
- ii. assist in fundraising efforts for the JHJMCC as a whole
- iii. Take care of the registration fees by participants

d. Competition

- i. The Final Oral Round of the JHJMCC is organised at the WTO in Geneva, Switzerland;
- ii. Provide the Regional Round Organizer with up to date information on the organisation of the JHJMCC on the website

- iii. ELSA International provide the Bench Memorandum, key to the legal issues of the Case and Clarifications and the Handbook for Panellists of the JHJMCC before the date of Regional Round
- iv. Shall accept at least the Winner and Runner-up from the Regional Round to attend the Final Oral Round, subject to the following (provided written submissions, attended the Oral Pleadings, paid the registration and competition fees).
 - e. Scoring
 - i. Aid the Panels of the Regional Round Organizer in assessing and scoring the Written Submissions and Oral Pleadings of the teams
 - ii. Develop bench memorandum and grading system
 - f. Registration
 - i. Ensure that potential teams/participants from the respective countries as mentioned in the JHJMCC Rules are referred to the Regional Round Organizer;

b) Asian Law Students' Association International Board

- a. In conducting John H. Jackson Moot Court Competition, ALSA International Board acts as an advisory counsel for the Host Country
- b. Assist National Chapter regarding the planning of the competition

c) National Chapter

- a. Moot Problem
 - i. Distribute the Moot Problem to the Regional Round Organizer for the participants alongside with the Rules and Clarifications
 - ii. Submit the requests by registered teams for Clarifications to the Case and interpretation of the JHJMCC Rules to ELSA.
- b. PR
 - i. Promote JHJMCC's International Partner and local sponsors
 - ii. Use all "Templates" provided by ELSA International for promotional purposes, and otherwise act in accordance with the Marketing Guidelines provided by ELSA International
 - iii. Promote JHJMCC in social media

- c. Funds
 - i. Submit budget plan to ELSA International for the budget of Regional Round
 - ii. Find local sponsors to accommodate funds and logistics

- d. Competition
 - i. Host and execute the Regional Round of JHJMCC
 - ii. Accept JHJMCC Rules and ensure that such interpretations are communicated to the teams, Panellists and/or third parties

- e. Scoring
 - i. Abide to the bench memorandum and grading system provided by ELSA
 - ii. accept the individual Panellists appointed by ELSA International for the assessment and scoring of the Written Submissions and Oral Pleadings for registered teams in the RR

- f. Registration
 - i. Assist ELSA in Regional Round Registration

3. **ALSA International Moot Court Competition (AIMCC)**

1. Introduction

- a. AIMCC seeks to enable law students to deepen their understanding of law and practice their legal skills. It is meant, to further enhance researching skills and advocacy skills.
- b. A quality moot court competition hosted by an organization had been successful in increasing the credibility and recognition of an association (ig. ILSA). AIMCC aims to do exactly that. In addition, ensuring the quality of the competition can contribute to ALSA's expansion by attracting more Asian law students to join ALSA and potential benefactors to support not only moot court but other ALSA-related activities. Thus it is utmost importance for ALSA as a whole that AIMCC is a success.

2. Mechanism

- a. Participating team is allowed to have 3-5 members in a team
- b. AIMCC consist of two phases—the memorial phase and the oral pleading phase.
 - i. Memorial Phase
 - 1) Fact problem (Moot Problem) shall be distributed to the participants and uploaded in accessible channels.
 - 2) Participants will submit memorial based upon the Fact Problem in accordance to the rule provided for by ALSA International.
 - 3) Submissions will be scored accordingly as the qualified team to participate in oral pleading round is to be announced.
 - ii. Oral Pleading Phase
 - 1) The qualifying teams shall present their arguments orally before panelists which shall score them accordingly.
 - 2) Awards shall be announced within the Oral Pleading round.

3. Responsibilities

a. International Board

i. Moot Problem

- 1) Find partner(s) who will help us create a Moot Problem (law firm, professor, etc.)
- 2) Finalize the Moot Problem (check the content, upload it on the website, disseminate the Clarification/Correction, etc.)

ii. PR (International)

- 1) Manage Website and Facebook page (update news, upload the Moot Problem and registration forms, etc.)
- 2) Send the Official Invitation to NCs, law firms, and institutions.
- 3) Get Media Partners who will help us promote the competition.

iii. Sponsor Hunt

- 1) Formulate Sponsorship and Partnership Package– Find international sponsors (international institutions, law firms, companies, etc.)
- 2) Actively approaches the prospect sponsors with the formulated packages

iv. Book Judges/Speakers

- 1) Find Judges for Written Memorials.

v. Scoring

- 1) Develop bench memorandum and grading system
- 2) Find qualified judges for memorial scoring

vi. Registration

- 1) Compile all the registration forms and send them to the OC
- 2) Choose participating teams for the Oral Round based on their written memorials
- 3) Keep the participants updated with competition information/news excluding logistical matters (flights, accommodation, etc.)

b. National Board

- i. *Organizing Committee* (National Board that successfully bids for being one)
 - 1) Book Venues
 - a) Book suitable venues for Accommodation, Opening Ceremony/Symposium, Preliminary/Semi-final/Final Rounds, Closing Ceremony, Closing Dinner, and After Party (not included in the Registration Fee)
 - 2) Transportation
 - a) Provide airport pickups
 - b) Charter buses
 - 3) Refreshment
 - a) Provide lunches and drinks during the competition
 - 4) Timekeeping
 - a) Timekeepers will keep the time on watch according to the Timekeepers Instruction (already made).
 - b) Timekeepers will also be responsible for the overall administration of each hearing (prepare water & materials, escort judges, set up the room, etc.).
 - 5) PR (Local)
 - a) Contact local firms/companies/institutions at the request of ALSA International
 - 6) Financing
 - a) Create a provisional budget
 - b) Take care of the registration fees paid by participants
 - 7) Manpower
 - a) Recruit a sufficient number of staff members to facilitate the smooth operation of the competition (airport pickup, distribution of food/drinks, operate ceremonies/ symposium, etc.)
 - 8) Book Panelists/Speakers
 - a) Find panelists for Oral Pleadings including “reserved/backup panelists” in the event that the invited panelists cannot make it
 - b) Invite speakers of the field (arbitration/international investment law) for Symposium

- 9) Sponsor Hunt
 - a) Find local sponsors (law firms, companies etc.) to accommodate funds for logistics
 - ii. Other National Board
 - 1) Advertise the through its media channel in accordance to materials provided by the International Board
 - b. Local Chapter
 - i. Advertise the through its media channel in accordance to materials provided by the National Board
 - ii. Send members to participate in the AIMCC
4. End Goals
- a. Increase the recognition and credibility of ALSA as a prominent law students' association in an international legal community
 - b. Contribute to ALSA's further expansion by attracting more Asian law students to join ALSA and potential benefactors to support ALSA's activities
 - c. To allow ALSA Member to create a network of like-minded law students

Annex 1: Sample Schedule

	Day 1	Day 2	Day 3	Day 4
Morning	Delegates Arrival & Check-In	Opening Ceremony & Symposium	Preliminary Rounds	Semi-final Round
Afternoon		Symposium	Preliminary Rounds	Final Round & Announcement
Evening	Welcome Dinner	Back to Hotel	Back to Hotel	Closing Dinner & After party

Annex 2: Operational Timeline



4. **ALSA International Legal Training and Workshop**

1. Introduction

1.1 Terminologies

International level : Where a party, the International Board in particular, is doing a fundraising and/or looking for speakers for ALSA International Legal Training and Workshop (“**AILTW**”) AILTW from countries other than the Organizing Committee host country.

National level : Where a party, the National Board of AILTW host country in particular, is doing a fundraising and/or looking for speakers for AILTW from its host country.

Reasonable time : A period of time that is suitable for International Board and/or National Board to assist the Organizing Committee for what the Organizing Committee asked.

1.2 Introduction

Aiming to enhance the practical and technical legal skills of ALSA members, AILTW was created as a platform that serves to enrich the participants with an in-depth knowledge regarding a certain legal topic. AILTW is also hoped to expose ALSA members to various legal activities that could help them to figure out their future, as well as to network with legal experts, practitioners and future lawyers around Asia.

2. Mechanism

2.1 Activities

a. Academic Activities

As the main focus of AILTW is legal training and workshop, therefore the academic activities in AILTW shall have the biggest portion. Academic activities in AILTW must comprise of the following topics:

- i. Symposium.
- ii. Training and workshop on legal English.
- iii. Training and workshop on certain legal skills.
- iv. Legal visit to legal institutions.

b. Non-academic Activities

AILTW shall also be comprised of non-academic activities, which are as the following:

- i. Welcoming dinner.
- ii. Cultural night, only if possible.
- iii. Closing ceremony.
- iv. City trip, only if possible.

AILTW is ideally carried out in five (5) days, with the model activities table as the following:

	Morning	Noon	Night
Day 1	<i>(Arrival of delegates)</i>	<i>(Arrival of delegates)</i>	Welcoming dinner
Day 2	Symposium	Training on legal English	Workshop on legal English
Day 3	Training on legal skill A	Workshop on legal skill A	Cultural night
Day 4	Legal visit	Training on legal skill B	Workshop on legal skill B
Day 5	City trip	City trip	Closing ceremony

2.2 Theme

AILTW must have a certain theme, and highly suggested to be different each year. The theme does not necessarily need to follow the ALSA International Academic Activities theme if it would burden the Organizing Committee on looking for speakers. To attract participants,

AILTW shall also have a title that will be used on every publication.

Example:

Theme : Investment Law
Topic : Understanding Foreign Direct Investment from

2.3 Participants

AILTW shall be opened for participants both ALSA and non-ALSA members, with a different fee. The Organizing Committee has the full discretion to set the quota of each National Chapter.

2.4 Communication and Information

- a. To ensure the smooth enforcement of AILTW, an online meeting, via Skype preferably, must be conducted each month between the Organizing Committee, ALSA International and the respective National Board. In the last month before the AILTW, online meeting shall be conducted 2 weeks prior the AILTW, and 1 offline meeting at least 2 days prior to AILTW with the Organizing Committee, ALSA International and the respective National Board.
- b. The Organizing Committee shall inform all parties in the event the condition of its country could be endangering, and shall cancel AILTW in the event the condition of its country is endangering.
- c. Everything must be settled by the Organizing Committee at least two (2) days prior to AILTW.

2.5 Documents

- a. The Organizing Committee must submit the Activities Report and Accountability Report maximum one (1) month after the event, and must be willing to present both reports in the nearest online Governing Council Meeting.
- b. The Organizing Committee must distribute the Certificate of Participation to the participants before the departure day of the participants.

3. Duties

3.1 International Board

- a. To assist the Organizing Committee prior AILTW including, but not limited to, fundraising at international level, finding speakers at international level, event rundown arrangement, and determining the theme and title.
- b. To attend all meetings as stated in point 2.4.1.
- c. To regularly check on the Organizing Committee.
- d. To create a Memorandum of Agreement with the Organizing Committee that clearly states the duties, job desk, responsibilities, and other matters that entail the three (3) abovementioned points.
- e. To publish all information pertaining AILTW including, but not limited to, registration

3.2 The Organizing Committee

- a. To plan and arrange AILTW in details including, but not limited to, fundraising, finding speakers, event rundown arrangement, and determining the theme and title.
- b. To notify the International Board and/or National Board in the event the Organizing Committee seeks for assistance at a reasonable time.
- c. To hold meeting as stated in point 2.4.1, and give updates to the attendees of the meeting all matters pertaining to AILTW

- d. To organize an internal meeting every month prior to meeting as stated in point 2.4.1.
- e. To settle everything at least two (2) days prior to AILTW.
- f. To submit the Activity Report and Accountability Report maximum one (1) month after the event, and must be willing to present both reports in the nearest online Governing Council Meeting.

3.3 The National Board

- a. To assist the Organizing Committee prior AILTW including, but not limited to, fundraising at their national level, finding speakers at their national level, event rundown arrangement, and determining the theme and title.
- b. To attend all meetings as stated in point 2.4.1.
- c. To post update the Governing Council all matters pertaining AILTW.
- d. To encourage its members to participate
- e. To publish all information pertaining AILTW including, but not limited to, registration

3.4 The Local Board

- a. To encourage its members to participate
- b. To publish all information pertaining AILTW including, but not limited to, registration.

4. Discretion

- a. It is up to the discretion of National Chapter to host AILTW if it has shown interest.
- b. If an/any National Chapter(s) shown interest to host AILTW, they must inform the International Board beforehand and bidding will be done at the following Governing Council Meeting.

5. Study Trip

The ALSA Study Trip (ST) is an international event where all ALSA members gather and participate in developing ALSA directly. In turn, the members are provided with the occasion to garner more networks, as well as the opportunity to develop their academic knowledge.

VP of Academic Activities 2013-2014 Notes: After observing, assisting, and assessing the manner in which four (4) Study Trips were conducted in 2013, as well as assisting and exchanging information and updates with regard to the preparation of 5 Study Trips in 2014, I gathered stories and comments from those who have experienced preparing their respective Study Trips.

Following the conclusion of each ST, I assessed the reports submitted by each ST organizer. To corroborate the reports made, I talked and discussed with those who have participated in the STs and was able to gather compliments, complaints and some objections, which for reasons of confidentiality, I am not allowed to disclose to all ALSA members.

To ensure that the best methods are adopted in STs, I made a comparative research and observed several activities organized by other youth organizations at the national and international level similar to the ALSA Study Trip. I continued to conduct further inquiries, commented, suggested, requested, and was strongly persuaded by the current condition to keep our STs competent and to keep developing ourselves and not just remain on where we are now.

Thus:

Whereas, a Study Trip should offer opportunities to understand diversity and the various legal systems of the fourteen (14) National Chapters of ALSA, instead of solely becoming a social event to gather and meet new friends, gain new experience and add to the photo opportunities uploaded in various social networks such as Instagram, Facebook, Path, and others.

Whereas, a Study Trip should celebrate different cultures, which is not just under the scope of knowledge in the arts, but also in the context of education, to be shared not just between and among student-members, but also to be gained from experts on the issue which is discussed in the respective Study Trip.

Without disregarding the nature of Study Trips, which is, first and foremost educational, it should also be fun and attracting to potential attendees. Hence, this proposal which I hope would be able to give a clearer understanding on how the Study Trip should be conducted and organized for the greater benefit of all ALSA members

i. Introduction

Considering the current performance of ALSA Study Trip, it has come to the International Board's attention that the National Chapters have been facing issues with regards to declining participation of members in recent years. As far as we have received complaints from the host National Chapters, the number of international delegates hardly met their target resulting in cancellation of the events. Since the International Board has been observing the causes of low participation in Study Trip, we have found several reasons, particularly over-saturation of Study Trips and events throughout the year and unsuitable timing for members in other National Chapters to participate. Therefore, the International Board has agreed to propose a regulation on hosting Study Trip, which is believed to resolve the aforementioned issues.

The regulation is to impose the bidding process for Study Trip by granting *three rights* to the most suitable or well-prepared National Chapters to host Study Trip each year. Additionally, the blackout period of one week will be applied so as to prevent the possibility of other events clashing with one another. Most importantly, this regulation is expected to help produce Study Trip in qualitative results and simultaneously encourage the National Chapters to host other ALSA international events as well.

ii. Pre – Bidding Stage

- a. The International Board shall notify the National Chapters the events calendar of the term as well as open bidding for Study Trip, accompanied shall be a centralized

events calendar, maintained by the International Board's Secretary General, that will show the Study Trips planned as well as other events;

- b. National Chapters planning to bid for a study trip shall submit their planned dates anywhere from September 1st until September 30th by reporting to the International Board Secretary General. In the case a new International Board is not elected by this time, the previous one shall facilitate the calendar and submissions from the National Chapters

iii. Bidding Stage

- a. The bidding shall take place in the Governing Council Meeting;
- b. The International Board shall supervise, proceed and facilitate the bidding;
- c. Three National Chapters will be granted rights to host Study Trip with majority votes from the Governing Council;
- d. In case that two National Chapters share bidding submissions overlapping the same period within 2 weeks, such biddings will be counted as one bidding round. Meaning that only one
- e. National Chapter will be granted the right to host Study Trip in such period proposed;
- f. In the case that there is a daisy chain of planned Study Trips, the International Board will attempt to separate the bids into groups as far apart from one another as possible (for further details on grouping see appendix A);
- g. In the case that the bidding has resulted with only two planned Study Trips as winners, there will be no rebids, and that academic year would only have two Study Trips.

Appendix A

National Chapters bid for the following dates (one or two week(s) apart from one another) will be grouped as follows:

Bidding Round	NC Candidates	Dates
1 st Round	NC A	February 1 st
	NC B	February 7 th
	NC C	February 15 th
2 nd Round	NC D	March 1 st
	NC E	March 14 th
	NC F	March 20 th

In each bidding round, only ONE NC will be granted a right to host Study Trip among three NC candidates.

Remarks: In the case that NC C and NC D won from both rounds, the GC shall proceed to vote again on which NC shall be given a right to host Study Trip in order to avoid the overlapping period.

1. Objectives

- 1.1 To broaden the network of members
- 1.2 To deepen the knowledge of members
- 1.3 To promote the legal system of the host country
- 1.4 To regenerate ALSA International Board
- 1.5 To provide opportunity for culture sharing among ALSA members

2. Purposes

- 2.1 To enrich the knowledge of ALSA members
- 2.2 To offer a unique opportunity for understanding different cultures and conditions of ALSA members
- 2.3 To give opportunity to gather and strengthen relationship among ALSA members
- 2.4 To ease the organizing of Study Trips
- 2.5 To enhance the opportunity to promote Study Trips
- 2.6 To promote ALSA

2.7 To implement the ALSA Constitution

3. Benefits

3.1 More opportunity to gain sponsorship

3.2 More opportunity to gather bigger number of participants

3.3 More opportunity for ALSA to get in touch with various lecturers, lawyers, and experts

3.4 More opportunity to gain knowledge

3.5 More opportunity to learn a new language

4. Activities

4.1 Welcoming Party

4.2 Cultural Party

4.3 Farewell Party

4.4 Academic Activities shall measure up to 15-18 hours with the following specifications:

- a. Theories Learning shall constitute 70% of the Academic Activities. In this session, it is expected that the ST provides an opportunity for participants to enjoy educational enrichment through qualified speakers (a lawyer, lecturer or expert) to teach the participants on issues prepared by the Organizing Committee.
- b. Practicing Theories shall constitute 30% of the Academic Activities. It is expected of the Organizing Committee to provide, in order to ensure that the theories delivered by the speakers are properly understood and absorbed by the participants

4.5 Non-Academic Activities shall satisfy following specifications:

- a. Social or Charitable Activities shall constitute 5% of the Non-Academic Activities. As mandated by the ALSA Constitution that ALSA shall facilitate the recognition of social responsibility to law students, it is expected of the Organizing Committee to give opportunity for participants to interact with local people with “special conditions”.

- b. Cultural Visit or Legal Visit shall constitute 25% of the Non-Academic Activities. The purpose is to maintain, benefit and enrich the knowledge of the participants. Also, in keeping with tradition, the Organizing Committee is expected to offer opportunities for participants to know more about their culture or government by taking them to the key cultural places or government buildings of the host country.

5. Content of Academic Activities

5.1 Theories Learning Session

- a. Introduction to the Domestic Law of the Host Country shall constitute 35% of the content of Academic Activities. This material/course/subject aims to familiarize participants about the legal educational system of the host country. An initial introduction shall be delivered by the speaker to the participants.^[1]_[SEP]
- b. Introduction to the Main Issue of the ST shall constitute 45% of the content of Academic Activities. This material shall discuss the main issue of the ST chosen by the Organizing Committee.^[1]_[SEP]
- c. Introduction to Local Language or Slang shall constitute 20% of the content of Academic Activities. This material aims to educate participants to understand, learn, and be able to speak local language or slang in daily activities such as greeting people, bargaining in the market and asking for directions in going places. Understanding the diversity of ALSA members, possessing the ability to speak a foreign language will bring more advantage, not just during the ST but also in future endeavors.

5.2 Practicing Theories Session

- a. Model of United Nations / Table Discussion / Moot Court Competition / Working Group for Study Case shall constitute 75% of the Practicing Theories Session. The above enumeration provides samples of this session which shall be based on the theories which have been given by the speakers on the Main Issue of the ST, in order to ensure that the participants understand and properly absorb the materials delivered by them.
- b. Shopping in Local Markets shall constitute 25% of the Practicing Theories Session. Understanding the undeniable fact that almost all of the participants of the ST will not skip on any opportunity to visit local markets, it shall be used as an application of the Introduction to Local Language working, with the participant's objective of being able to get a discount as a reward from speaking the local language (VP of Academic Activities 2013-2014 Notes: Caretakers must still accompany the participants, to avoid the latter from saying something rude or not in accordance with local tradition or culture.

6. System of Theme Selection

6.1 The selection of the Theme shall be made in line with the ALSA International Academic Activities Theme. It is strongly suggested to develop the theme of the entire event.

Example:

- ALSA International Academic Activities Theme: Health Law
- Study Trip Theme: Protection of Patients from the Perspective of Law

6.2 The Title of the event must be specific, informative, and must attract potential delegates

Example:

- ALSA International Academic Activities Theme: Health Law
- Study Trip Theme: Protection of Patients from the Perspective of Law
- Title of Study Trip: Understanding How Patients Should be Protected from the Legal Perspective

6.3 The Contents of the Academic Activities shall be specified as follows:

- a. Introduction
- b. Main Discussion Topic
- c. Main Discussion based on International Law Instrument

6.4 The quota below is provided in order to ease the Organizing Committee from gathering participants. However, the Organizing Committee should still prioritize ALSA Members from non-ALSA Members.

Example:

- Members of ALSA: 70%
- Non-ALSA Member: 30% where a different fee can apply

7. Reminders for Host Countries

Host countries are required to:

7.1 All plans and estimates to be in line with the ALSA Constitution and Guidelines of ALSA

7.2 All administrative issues to be finalized three (3) weeks prior to the event

7.2.1 Administrative issues refer to: accommodation permit and payment, licensing, submission of documents

- d. Introduction to the Domestic Law of the Host Country shall constitute 35% of the content of Academic Activities. This material/course/subject aims to familiarize participants about the legal educational system of the host country. An initial introduction shall be delivered by the speaker to the participants.^[1]_[SEP]
- e. Introduction to the Main Issue of the ST shall constitute 45% of the content of Academic Activities. This material shall discuss the main issue of the ST chosen by the Organizing Committee.
- f. Introduction to Local Language or Slang shall constitute 20% of the content of Academic Activities. This material aims to educate participants to understand, learn, and be able to speak local language or slang in daily activities such as greeting people, bargaining in the market and asking for directions in going places. Understanding the diversity of ALSA members, possessing the ability to speak a foreign language will bring more advantage, not just during the ST but also in future endeavors.

- 7.3 Provide truthful information about the country's condition
- 7.4 Provide a list of things to prepare for participants
- 7.5 Follow the given ALSA Halal Guidelines from ALSA International Board
- 7.6 Provide adequate time for ALSA Muslim members for their prayers

8. Host requisites

Host Countries are obliged to:

- 8.1 Be capable of understanding objectives of the event
- 8.2 Have willingness to follow the Guidelines
- 8.3 Furnish an electronic information letter for GC Google Groups containing
 - a. Estimated date
 - b. Planned activities
 - c. Themes of activities
 - d. Estimated registration fee
 - e. Cancellation Policy
 - f. Planned accommodation
- 8.4 Have willingness to provide:
 - 8.4.1 Accountability Report to be presented in the next immediate GCM online following the event
 - 8.4.2 Certificates of Participation to be distributed to the participants on departure day
 - 8.4.3 Complete information of the event seven months after the bidding at the latest, containing:
 - a. Fixed date of the event;
 - b. Fixed theme of the event;
 - c. Fixed number of participations up to distribution of information;
 - d. Fixed registration fee;
 - e. Fixed activities of the event;
 - f. Fixed contact person information;
 - g. Assumed participation quota;

8.4.4 A Written Activities Report for a maximum of one month after the event containing :

- a. Definition of the event;
- b. Background of the event;
- c. Rundown of events;
- d. Participant activities;
- e. Partners of the event;
- f. Financial report;
- g. Photographs of the event;
- h. Comments given by at least ten percent(10%) of participants as in the Assessment Form

8.5 Publicize the specific dates 2 months prior to the Study Trip

8.6 Not host any Study Trip within 10 days before and after ALSA Forum and ALSA Conference without approval from the International Board

9. Miscellaneous

9.1 The application of this Guideline shall be made in line with the ALSA Constitution

9.2 Should there be any issue with regard to this provision which has not been stipulated in this Guideline, it shall henceforth be brought to any officer of ALSA International Board, and the matter shall be discussed internally between them and the Organizing Committee

Here is an example of the implementation of the modified Study Trip. Condition given:

ALSA Local Chapter XYZ was appointed by ALSA National Chapter JKL to become the Host Country of Study (ST) Trip 2016. The event was set for 7 Days including the arrival and departure of participants. Meanwhile, at that time, the ALSA International Academic Activities Theme is "Health Law". Unfortunately, ALSA Local Chapter XYZ is not situated in the capital city of the Republic of JKL, so not a lot of international carriers have flights in their airport, except for flights coming from the Kingdom of DEF and the Republic of PQR. However, Local Chapter XYZ have a lot of domestic transportation from every city of JKL. Local Chapter XYZ has to submit a draft of activities, a rundown of its schedule, topic, and title of the ST to ALSA National Chapter JKL, so the National Board can relay the information to ALSA International as soon as possible

. Solution :

1. Topic of ST: Protection of Patients from the Perspective of Law^{[1][2]}:

Understanding How Patients Should be Protected from the Legal

2. Title of ST: Perspective

3. Rundown

Basic Calculations

- All participants are expected to take their flights within the day or in the morning of Day-1, so that caretakers can wait at the airport of capital city JKL to accompany arriving participants to go to XYZ province by requested assistance from the participants^{[1][2]}
- The percentage calculation explained above applies only to the activities or agenda such as seminar, academic activities, cultural visits, legal visits, etc. and not for meal time such as breakfast, lunch, dinner or free time
- The total amount of hours that should be divided using the percentage proposed above shall be 40 Hours (exclude free time, dinner, lunch, breakfast, coffee break, and parties)^{[1][2]}
- Therefore, the division of time for the activities shall be made as follows:
 - o Theories Learning Session: 20 Hours
 - o Practicing Theories Session: 8 Hours
 - o Social or Charity Event : 2 Hours o Cultural Visit or Legal Visit : 10 Hours
- While for the division of the topics to be discussed shall be:
- Intro to Domestic Law of the Host: 7 Hours

- Introduction to Procedural Law: 3 Hours
- Introduction to Civil Law: 2 Hours
- Introduction to Constitutional Law: 2 Hours
- Intro to Main Topic: 9 Hours
 - Introduction to Health law: 1.5 Hours
 - Protection of Patients from Legal Perspective: 2.5 Hours [L SEP]
 - Class-Action Lawsuit for Medical Misdemeanor: 3 Hours
 - Health Law from other International Instruments: 2 Hours
- Intro to Language/Slang: 4 hours
 - Daily conversation: 3 hours
 - Reading words: 1 hour
- Practicing theories
 - Model of UN/TD/Moot Court Competition/Working group for Study Case: 6 hours
 - Shopping to local market: 2 hours

Annex 1 : Rundown				
DAY 1				
No	Time	Activities	Topic	Venue
1.	13.00 – 18.00	Arrival of Participants	-	Lobby Hotel STU
2.	19.00 – 22.00	Welcoming Dinner	-	Restaurant GHI
DAY 2				
No	Time	Activities	Topic	Venue
1.	06.30 – 07.00	Morning Call		
2.	07.00 – 08.00	Breakfast		
3.	08.00 – 08.30	Mobilization		
4.	08.30 – 09.00	Opening/ Ice-Breaker		Hall Faculty of Law University XYZ
5.	09.00 – 10.30 (1.5 Hours)	Intro to Domestic Law	Intro to Procedural law	Hall Faculty of Law University XYZ
6.	10.30 – 10.45	Coffee Break		
7.	10.45 – 12.15 (1.5 Hours)	Intro to Domestic Law	Intro to Procedural law	Room 3.2.1 Faculty of Law University XYZ
8.	12.15 – 13.00	Lunch Break		
9.	13.00 – 14.30 (1.5 Hours)	Introduction to Main Topic	Intro to Health Law	Room 3.2.1 Faculty of Law University XYZ
10.	14.30 – 14.15	Coffee Break		
11.	14.15 – 16.15 (2 Hours)	Working Group Case Study		Room 3.2.1 Faculty of Law University XYZ
12.	16.15 – 16.30	Coffee Break		
13.	16.30 – 18.00 (1 Hour)	Intro to Language/ Slang	Reading Words	Library Faculty of Law University XYZ

14.	18.00 – 18.30	Free Time		
15.	18.30 – 19.30	Dinner		
16.	19.30 – 23.00	Free Time		
DAY 3				
No	Time	Activities	Topic	Venue
1.	06.30 – 07.00	Morning Call		
2.	07.00 – 08.00	Breakfast		
3.	08.00 – 08.30	Mobilization		
4.	08.30 – 10.30	Intro to Domestic Law	Intro to Civil Law	Room 3.2.1 Faculty of Law University XYZ
5.	10.30 – 10.45	Coffee Break		
6.	10.45 – 12.15	Intro to Main Topic	Protection of Patients from the Legal Perspective	Room 3.2.1 Faculty of Law University XYZ
7.	12.15 – 13.00	Lunch Break		
8.	13.00 - 14.00	Intro to Main Topic	Protection of Patients from the Legal Perspective	Room 3.2.1 Faculty of Law University XYZ
9.	14.00 – 16.00	Mobilization to Orphan House		
10.	16.00 – 18.00	Social or Charity Event		Orphan House "Blessed and Gifted"
11.	18.00 – 19.00	Dinner		
12.	19.00 – 23.00	Free Time		
DAY 4				
No	Time	Activities	Topic	Venue
1.	06.30 – 07.00	Morning Call		
2.	07.00 – 08.00	Breakfast		
3.	08.00 – 08.30	Mobilization		

4.	08.30 – 11.30 (3 Hours)	Legal Visit		District Court of XYZ
5.	11.30 – 12.30	Lunch		
6.	12.30 – 13.00	Mobilization		
7.	13.00 – 15.00 (2 Hours)	Intro to Domestic Law of the Host Country	Intro to Constitutional Law	Room 3.2.1 Faculty of Law University XYZ
8.	15.00 – 15.15	Coffee break		
9.	15.15 – 17.15 (2 Hours)	Intro to Main Topic	Health Law from other International Instruments	Room 3.2.1 Faculty of Law University XYZ
10.	17.15 – 17.30	Coffee Break		
11.	17.30 – 18.30 (1 Hour)	Intro to Language/Slang	Daily Conversation Part 1	Room 3.2.1 Faculty of Law University XYZ
12.	18.30 – 19.30	Dinner		
13.	19.30 – 23.00	Free Time		
DAY 5				
No	Time	Activities	Topic	Venue
1.	06.30 – 07.00	Morning Call		
2.	07.00 – 08.00	Breakfast		
3.	08.00 – 08.30	Mobilization		
4.	08.30 – 10.00 (1,5 Hours)	Intro to Main Topic	Class-Action Lawsuit for Medical Misdemeanor	Room 3.1.1 Faculty of Law University XYZ
5.	10.00 – 10.15	Coffee Break		
6.	10.15 – 11.45 (1,5 Hours)	Intro to Main Topic	Class-Action Lawsuit for Medical Misdemeanor	Room 3.1.1 Faculty of Law University XYZ
7.	11.45 – 12.30	Lunch Break		
8.	12.30 – 14.30 (2 Hours)	Working Group for Case Study		Room 3.1.1 Faculty of Law University

				XYZ
9.	14.30 – 14.45	Coffee Break		
10.	14.45 – 16.45 (2 Hours)	Table Discussion		Room 3.1.1 Faculty of Law University XYZ
11.	16.45 – 17.00	Coffee Break		
12.	17.00 – 18.00 (1 Hour)	Intro to Language/Slang	Daily Conversation Part 2	ALSA Room
13.	18.00 – 19.00	Shopping to Local Market		XXX Night Market
14.	19.30 – 20.30	Dinner		
15.	20.30 – 23.00	Free Time		
DAY 6				
No	Time	Activities	Topic	Venue
1.	06.30 – 07.00	Morning Call		
2.	07.00 – 08.00	Breakfast		
3.	08.00 – 08.30	Mobilization		
4.	08.30 – 12.00 (3.5 Hours)	Cultural Visit I		Temple GHI
5.	12.00 – 13.00	Lunch		
6.	13.00 – 14.00 (1 Hour)	Shopping to Local Market		Market of Temple GHI
7.	14.00 – 17.30 (3.5 Hours)	Cultural Visit II		XYZ Central Shopping Place
8.	17.30 – 18.30	Mobilization back to hotel		
9.	18.30 – 19.30	Preparation		
10.	19.30 – 20.00	Mobilization		
11.	20.00 – 22.00	Farewell Dinner		XYZ River Cruise

f. ALSA International Mediation Competition (AIMC)

1. Introduction

- a. AIMC seeks to enable law students to deepen their understanding of law and practice their legal skills. It seeks to divulge into an alternative mechanism of dispute resolution to students
- b. The focus of the AIMC is to effectively combine the use of the Mediator and collaborative problem-solving skills to successfully present the Parties' interests and progress towards resolution.

2. Mechanism

- a. Participating team is allowed to have 2-4 members in a team
- b. AIMC consist of two phases—the mediation plan and the oral pleading phase.

i. Mediation Plan Phase

- 1) Fact problem (Mediation Problem) shall be distributed to the participants and uploaded in accessible channels.
- 2) Participants will submit memorial based upon the Fact Problem in accordance to the rule provided for by ALSA International.
- 3) Submissions will be scored accordingly as the qualified team to participate in oral pleading round is to be announced.

ii. Oral Pleading Phase

- 1) The qualifying teams shall negotiate before panelists which shall score them accordingly.
- 2) Awards shall be announced within the Oral Pleading rounds

Responsibilities

c. International Board

i. Mediation Problem

- 1) Find partner(s) who will help us create a Mediation Problem (law firm, professor, etc.)
- 2) Finalize the Mediation Problem (check the content, upload it on the website, disseminate the Clarification/Correction, etc.,)

ii. Public Relation (International)

- 1) Manage Website and Facebook page (update news, upload the Mediation Problem and registration forms, etc.).
- 2) Send the Official Invitation to NCs, law firms, and institutions.
- 3) Get Media Partners who will help us promote the competition.

iii. Sponsor Hunt

- 1) Formulate Sponsorship and Partnership Package – Find international sponsors (international institutions, law firms, companies, etc.)
- 2) Actively approaches the prospect sponsors with the formulated packages

iv. Book Judges/Speakers

- 1) Find Judges for Mediation Plan.

v. Scoring

- 1) Develop grading system
- 2) Find qualified judges for mediation plan scoring.

vi. Registration

- 1) Compile all the registration forms and send them to the OC.
- 2) Choose participating teams for the Oral Round based on their mediation plan.
- 3) Keep the participants updated with competition information/news excluding logistical matters (flights, accommodation, etc.)

b. National Board

i. *Organizing Committee* (National Board that successfully bids for being one)

1) Book Venues

- a) Book suitable venues for Accommodation, Opening Ceremony/Symposium, Preliminary/Semi-final/Final Rounds, Closing Ceremony, Closing Dinner, and After Party (not included in the Registration Fee).

2) Transportation

- a) Provide airport pickups
- b) Charter buses

3) Refreshment

- a) Provide lunches and drinks during the competition.

4) Timekeeping

- a) Timekeepers will keep the time on watch according to the Timekeepers Instruction (already made)
- b) Timekeepers will also be responsible for the overall administration of each hearing (prepare water & materials, escort judges, set up the room, etc.).

5) Public Relations (Local)

- a) Contact local firms/companies/institutions at the request of ALSA International

6) Financing

- a) Create a provisional budget
- b) Take care of the registration fees paid by participants

7) Manpower

Recruit a sufficient number of staff members to facilitate the smooth operation of the competition (airport pickup, distribution of food/drinks, operate ceremonies/ symposium, etc.)

8) Book Panelists/Speakers

- a) Find panelists for Oral Pleadings including “reserved/backup panelists” in the event that the invited panelists cannot make it
- b) Invite speakers of the field (arbitration/international investment law) for Symposium

9) Sponsor Hunt

Find local sponsors (law firms, companies etc.) to accommodate funds for logistics

ii. Other National Board

- 1) Advertise the through its media channel in accordance to materials provided by the International Board

c. Local Chapter

- i. Advertise the through its media channel in accordance to materials provided by the National Board
- ii. Send members to participate in the AIMC

4. End Goals

- a. Increase the recognition and credibility of ALSA as a prominent law students' association in an international legal community
- b. Contribute to ALSA's further expansion by attracting more Asian law students to join ALSA and potential benefactors to support ALSA's activities
- c. To allow ALSA Member to create a network of like-minded law students

Annex 1: Sample Schedule

	Day 1	Day 2	Day 3
Morning	Delegates Arrival &	Preliminary Round 1	Semi-final Round
Afternoon	Check-In	Preliminary Round 2 Quarter Finals	Final Round & Announcement
Evening	Opening Ceremony	Announcing Semi Finalist	Closing Dinner &

III. Academic Activities for International Events (non-competition)

1. Table Discussion

1.1. Background

Table discussion activity is an activity which aimed to expose the participants of this activity to be updated, and learned current condition of legal system from fellow members of ALSA National Chapter, followed with presentation of various legal proceeding, and governments' policy dealing with chosen topic as the theme of Table Discussion. It is simulation of government discussion to overcome certain issue.

1.2. Preparation

a. Academic Issue

i. Determine Goal

- 1) The goal shall be in-line with current condition of topic chosen, picking goal also shall be made as cornerstone to encompass and direct the content of the event. Either topic or speaker for seminar, and table discussion as well.

ii. Set-up Table Discussion Topic

- 1) Discussion topic must have a correlation to ALSA Academic Theme.
- 2) The topics shall have a clear distinction between one table from another.

iii. Set up Assignment for Participants

- 1) Organizing Committee shall set up an assignment prior to the day of the discussion to ensure preliminary knowledge of the participants in the debating issues.
- 2) Examples of assignments are essays on the topic of the Table Discussion or write ups to be submitted to the Organizing Committee.

- b. Table Coordinator (TC)
 - i. Roles
 - 1) TC shall act as the moderator, leading the discussion, to ensure that the result of the discussion will achieve expected goal made by the Organizing Committee.
 - 2) TC shall be responsible to ensure fruitful discussion with less-offensive debate and prevent personal clashes among participants.
 - ii. Qualifications
 - 1) Fluent in English
 - 2) Understand the issue
 - 3) Discipline and punctual
- c. Logistic
 - i. The following shall be provided with adequacy and sufficient preparation:
 - 1) Venue
 - 2) Food/Beverages
 - 3) Supporting Equipment

1.3. During the Event

- a. Ice Breaking
 - i. There shall be a game session where each participants will be able to communicate more fluently and relax.
 - ii. Participants will get to know each other more through this session.
- b. Table Discussion
 - i. Herein, there will be: presentation, debating, arguing, and exchanging of ideas among knowledge between each participants.
 - ii. Following the listed above, there shall be a discussion to solve problem occurred which is able to be adopted and implemented realistically.
- c. Conclusion of Discussion
 - i. Summary of problem, findings and possible solutions shall be made
- d. Table Rotation
 - i. Participants shall present and disseminate the result of their table discussion to other tables

1.4. Post-Event

a. Internal Evaluation

b. Report

With the conclusion of Table Discussion, the result, findings, and work of each tables within the International Event shall be compiled together with the overall report to be submitted to sponsors/national board/international board.

c. Publication of Work

- i. The preliminary essay assigned prior to the Table Discussion shall be published and showcased within the report or compiled for future references.

IV. International Event Administration Guidelines

1. Proposal for ALSA international event shall be made by the Organising Committee
2. Proposal of ALSA International event shall be checked by respective Vice President of International Board (IB) before passing it to Secretary-General of IB
3. Official Letter for the respective ALSA international event shall be reviewed by Secretary-General of IB
4. The bureaucracy of requested letter shall refer to REQUESTED DOCUMENT on Secretary General Section
5. The Organising Committee shall use the letterhead that contains the logo of ALSA International, The National Chapter, and The Event in the following manner and the place/address of the secretariat as the footer for any documents related to representing ALSA International Event.
6. Letter on behalf of ALSA International Event shall be checked and approved by Secretary-General of IB
7. The Organising Committee should follow the bureaucracy as stated in Book Of Guidelines (BOG) relating to any documents for ALSA International Event
8. IB and Organising Committee should be coordinating for any important decision relating to the ALSA International Event
9. Every event proposal behalf of ALSA International at the minimum shall contain:
 - a. Cover
 - b. Validation Sheet
 - c. About ALSA
 - d. Background
 - e. History of the Event
 - f. Objectives of the Event
 - g. Event Description
 - h. Place of the Event
 - i. Rundown of the Event
 - j. Budget Plan

10. Validation Sheet of the proposal should contain:
 - a. Signature of President of ALSA International (with stamp)
 - b. Signature of respective Senior Officer of ALSA International
 - c. Signature of respective Director of ALSA International (optional)
 - d. Signature of President of the respective host state
 - e. Signature of Project Officer/Chairman of the respective event (optional)

11. The structure of accountability report of ALSA International Event shall be:
 - a. Cover
 - b. Introduction
 - c. Background
 - d. Purpose of the Event
 - e. Name and Theme of The Event
 - f. Time and Place
 - g. Event Description
 - h. Participants of The Event
 - i. Run Down
 - j. Organizing Committee's Structure
 - k. Report division (job desk, obstacle, recommendation)
 - l. Financial Accountability (Income, Expenditure)
 - m. Miscellaneous / Annex

V. INTERNATIONAL EVENT FINANCIAL GUIDELINES

Come into Effect on 6th March 2017 as approved by the Governing Council Meeting

Article 1

Definitions

Section 1.

“ALSA” refers to Asian Law Students’ Association including ALSA International, National Chapters and Local Chapters.

Section 2.

“Profit” shall be defined as: Total amount of money received for the event (All participants registration fees + All sponsorships and donations) – (minus) Total expenditure on the event = (equal to) More than USD \$0.

Section 3.

“Policy” refers to this Finance Policy which has come to effect on 6th March 2017 as approved by the Governing Council Meeting.

Section 4.

“Loss” shall be defined as: Total amount of received for the event (All donations) – money participants registration fees + All (minus) Total sponsorships and expenditure on the event = (equal to) Less than USD \$0.

Section 5.

“Non-Profit Association” under Article 2 Section 3 of the ALSA Constitution, shall mean that ALSA is an organization that has other purposes (as per the ALSA Constitution) instead of generating profit.

Any profit generated from ALSA events shall and must stay within ALSA's accounts for all necessities, namely, the expenses in the smooth running of ALSA to achieve its vision and objectives and also for the development of the association.

Section 6.

“International Events” refer to the following ALSA events only: (i) ALSA International Legal Training and Workshop; (ii) ALSA International Moot Court Competition; (iii) ALSA Annual Forum; (iv) ALSA Annual Conference; (v) **John H. Jackson** Moot Court Competition (**JHJMCC**) (Asia Pacific Regional Rounds); and (vi) ALSA International Mediation Competition (AIMC).

Section 7.

“Independent Fund” refers to the fund received by ALSA International Board that is only utilized for purposes specified within this Policy, from Host National Chapters that has generated Profit from hosting an ALSA International Events.

Section 8.

“Host National Chapter” refers to the ALSA National Chapter that organizes the ALSA International Events.

Section 9.

“ALSA Claim Form” refers to the Claim Form of ALSA, created by the ALSA International Board's Treasurer. (gg.gg/alsadocument)

Article 2

Application of Policy

Section 1.

This Policy shall apply to the International Events.

Section 2.

All ALSA National Chapters shall abide by the rules and regulations of this Finance Policy.

Article 3

Rules and Obligations for Loss

Section 1.

This Article 3 will apply only if a Host National Chapter incurs a Loss in organizing the International Events.

Section 2.

In the event that a Host National Chapter incurs a Loss, the Host National Chapter may seek a claim from the ALSA International Board for such losses via submission of an ALSA Claim Form, with the following documents within 30 days upon conclusion of the event:

- a. Post-Event Report including finance reports/budgeting/sponsorship etc; and
- b. Latest finance (Bank) information of the Host National Chapter.

Section 3.

Host National Chapters of International Events hosted as of the effective date of this Policy shall be able seek a claim from the ALSA International Board. The procedure from Section 2 shall apply *mutatis mutandis*

Section 4.

With regard to all claim requests pursuant to Article 3 Section 3, the ALSA International Board retains full discretion in deciding whether such claim will be

successful, and the amount of money actually reimbursed. In reaching its decision, the ALSA International Board shall consider, but is not limited to, the following:

- a. Quality of the event;
- b. Participation level of the Host National Chapters in Governing Council Meetings;
- c. Sponsorship efforts for the hosted event; and
- d. Amount of money required for the continuous operation of the Host National Chapter for the remaining of the ALSA year.

Section 5

Any claim requests received shall be processed and decided within 60 days and the reasons for the ALSA International Board's decision under Article 3 Section 4 shall only be disclosed to the Host National Chapter seeking a claim

Article 4

Rules and Obligations for Profits

Section 1.

This Article 4 will apply if a Host National Chapter obtains a Profit in organizing any of the International Events.

Section 2.

Subject to Article 6 Section 2, in the event that a Host National Chapter obtains a Profit in organizing International Events, the Host National Chapter shall pay, in a progressive rate, according to the following profit bracket:

Payment Rate	Profit Bracket	Calculation Formula Assistance
Exempted	USD 0 – 250	Exempted
10%	USD 250 – 500	[10% * amount exceeding USD 250]
12%	USD 500 – 1000	[12% * amount exceeding USD 500] + USD 25
14%	USD 1000 – 2000	[14% * amount exceeding USD 1000] + USD 85
16%	USD 2000 – 5000	[16% * amount exceeding USD 2000] + USD 225
18%	USD 5000 - 12000	[18% * amount exceeding USD 5000] + USD 705
20%	USD 12000 - 25000	[20% * amount exceeding USD 12000] + USD 1965
25%	USD 25000 and above	[25% * amount exceeding USD 25000] + USD 4563

Article 5

Rules on Use of Funds Received by ALSA International Board

Section 1.

The ALSA International Board retains full discretion on when and how such funds will be utilized but only within the scope of specified in Article 3. Any other usage of this Independent Fund requires approval from the Governing Council and the ALSA International Board shall present a proposal, before any dispensation of funds, to the Governing Council for approval. Only amount in USD will be accepted either for the International Board Fund or Independent Fund.

Article 6

Rules on Transferring of Profits to ALSA International Board

Section 1.

The transfer of payable amount from the Host National Chapter to the ALSA International Board shall be made in cash and in USD, at the next ALSA Conference or ALSA Forum, whichever is earlier.

Section 2.

In any event that the transfer of cash pursuant to Article 6 Section 1 of this Finance Policy is not made, the transfer shall be made through a bank wire, with the ALSA International Board bearing all transfer fee(s) involved, no later than 7 days from the conclusion of the ALSA Conference or ALSA Forum, where the transfer of cash was due. The Treasurer must be informed first at least 3 days before the transfer through a bank wire is made.

Section 3.

Host National Chapters that fails to comply with Article 6 shall no longer be entitled to the benefits provided under Article 3 and at the same time will pay additional 5% for the failure of such compliance until decided otherwise by the ALSA International Board.

VI. CHECKING SYSTEM ON ALSA INTERNATIONAL EVENTS

1. Introduction

As proposed by the Governing Council at the first Offline Governing Council Meeting in ALSA Conference Thailand 2019, a certain system for monitoring the host National Chapter's preparation for ALSA International Events is significantly required. Therefore, the International Board would like to propose the checking system for ALSA International Events, specifically ALSA Annual Conference, ALSA Annual Forum, ALSA Moot Court Competition, **John H. Jackson** Moot Court Competition (JHJMCC), and ALSA International Legal Training and Workshop.

This system is intended for the following reasons:

1. To minimize the gap of communication between the host National Chapter and the Governing Council;
2. To ensure that the events are well prepared, particularly in line with the proper timeline/plan by the Organizing Committee;
3. To consistently monitor and follow up with the host National Chapter in order to be informed of the issues that the Organizing Committee may be facing and look for possible ways that the Governing Council may assist;
4. To prevent future shortcomings or any miscommunication with regards to organization of the events.

2. Mechanism

a. National Chapter

1. The host National Chapter of ALSA International Events (AC, AF, AIMCC, EMCC, and AILTW) shall provide monthly updates on preparation to the Governing Council at the Online/Offline Governing Council Meeting, starting from at least 6 months or less prior to the events as agreed by the IB and the host National Chapter;
2. The updates must be accompanied by fundamental/necessary supporting documents which include, but not limited to:
 - a. Approved proposal from institutions authorizing the organization of the event;

- b. Estimated costs of the academic and non-academic programs (i.e. expenses of the academic venue, non-academic sites, operational expenses for panellists/guest speakers, etc.);
 - c. Estimated costs of the academic and non-academic programs (i.e. expenses of the academic venue, non-academic sites, operational expenses for panellists/guest speakers, etc.);
 - d. Anticipated costs for the delegates' travels, meals and accommodation;
 - e. Fundraising strategy and expected revenue from various sources (i.e. sponsors);
 - f. Receipt/confirmation
3. The updates shall be presented by the Executive Director of the event, or in any case that such person is not available, the National Board member of the host National Chapter or the International Board members responsible for such event.

b. International Board

1. The International Board shall inform the host National Chapter to prepare updates at least one week prior to the Governing Council Meeting in which the updates are required;
2. The International Board in charge of the events shall represent the Organizing Committee of the host National Chapter in any case of their absence in the Governing Council Meeting to give updates on their behalf;
3. The International Board shall collect and keep the supporting documents provided along with the updates for further reference