



INTERNATIONAL BAR ASSOCIATION

LPD Conference Quality Fund Application

The LPD is committed to ensure the highest quality of programmes and calibre of speakers at the sessions that it promotes. The LPD Conference Quality Fund of £100,000 was established to enrich programmes and increase the quality of sessions by covering exceptional expenses to secure speakers (world business leaders, regulators, academics or NGO representatives) as well as expenses incurred by speakers and organisers of sessions at the LPD specialist and regional conferences and LPD sessions at the Annual Conferences.

Criteria for submitting applications for LPD Specialist Conference Funding Requests

1. Applications relating to LPD Specialist and Regional Conferences must be received 12 weeks (3 months) before the Conference dates or at the same time when the conference programme is submitted to the IBA Office, with the speaker names included.

Committees should liaise with IBA conference organisers to work out timings if necessary. If this is not possible, committees will need to provide the LPD Officers with reasons as to why they were unable to adhere to this timeline.

Late applications will only be considered in cases where speakers are replacements for those who have cancelled at the last minute and require funding.

2. Only one application (which incorporates all requests) should be submitted per Conference.
3. The Committee and/or Conference Chair should coordinate with all Session Chairs to ensure speakers who require funding are included within the one application.

This will provide the LPD Officers with a clear understanding and overview of the funding requirements of each Conference and Committee.

4. All questions in the application form must be completed in full -- use Expedia to calculate flights, use the Conference hotel price for accommodation costs. Any applications not completed in full will be returned to the Committee and could result in delays.
5. The role of each speaker who requires funding must be clearly stated in the application, *for example: guest speaker at roundtable session on Thursday morning / after dinner speaker on Thursday evening.*
6. Additional information for speakers such as a link to the biographical details, speaker bureau, Wikipedia etc. should be provided where possible.
7. If complimentary social event tickets are required, the request should also be included in the application, making clear who the ticket is to be allocated to.

An application to the Fund shall be made by an Officer of the relevant LPD Committee to the IBA Treasurer, who in consultation with the other LPD Officers, shall have absolute discretion to agree to pay part of or the entire sum sought or to decline the application. To apply to the fund, please fill in this application form, attaching any other relevant information, and send it to Ronnie Hayward at ronnie.hayward@int-bar.org.

Applying Committee:	
Programme/session/conference funds required for:	
Total funds requested (£GBP):	
Summary of request:	
Number of attachments:	
Submitted by:	
Email address:	
Date:	

The personal data entered on this form will be processed and held in accordance with the IBA Privacy Policy.
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