Sponsorship opportunities

IBA Annual Litigation Forum 2022
27 – 29 April 2022, London, England
## Sponsorship opportunities

**Non-law firms only**

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


### Benefits

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline conference sponsorship £6,000</th>
<th>Associate conference sponsorship £3,500</th>
<th>Exhibitor display table £1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary sponsor delegate passes. Sponsor delegate passes, given away as part of a sponsorship agreement, cannot be used by speakers, moderators, panellists, Chairs or Co-Chairs, press, adjudicators or anyone listed in the programme. Complimentary delegate passes can only be used by a representative of the sponsoring company in their capacity as a delegate. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date.</td>
<td>Three</td>
<td>Two</td>
<td></td>
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<tr>
<td>Complimentary attendance to all social events including ticketed dinners for named sponsor delegates</td>
<td>Three</td>
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<tr>
<td>Option to provide two minute promotional video of company, played as delegates enter meeting room prior to each session commencing. Video to be supplied in .WMV format.</td>
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<tr>
<td>Sponsor logos to appear on all conference promotional materials from date of booking. (Logo to be supplied in EPS Vector format)</td>
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<tr>
<td>Sponsor logo on the cover of the online and final programmes</td>
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</tbody>
</table>
| Sponsor logo to appear inside online and final programmes | • | • | •
| Sponsor logo to appear on the conference holding presentation in main session room | • | • | •
| Sponsor logo to appear on general conference signage | • | | |
| Sponsor logo on signage at conference dinner | • | | |
| Sponsor logo on signage at conference reception | • | | |
| Sponsor logo on signage at conference refreshment breaks | • | | |
| Sponsor logo on signage at conference luncheon | • | | |
| Sponsor/exhibitor logo and link on the conference website | • | • | •
| Exhibitor display table | • | • | •
| Two exhibitor passes (Exhibitor passes given away as part of an exhibitor sponsorship package, cannot be assigned to a lawyer, even if they are no longer practicing or retired. In addition, the passes cannot be assigned to speakers, panellists, Chairs or Co-Chairs, members of the press or adjudicators. Exhibitor pass holders cannot attend working sessions or social events other than the opening reception, if held. Registration of exhibitor passes must be completed no later than 14 days prior to the conference commencement date) | • | • | •
| Full page greyscale advertisement to be included in the final programme. Artwork to be supplied no later than 14 days before the conference commencement date. | • | | |
| Full page colour advertisement to be included in the online programme. Artwork to be supplied no later than 14 days before the conference commencement date. | • | • | •
| Sponsors acknowledged via IBA Sponsorship Twitter and LinkedIn accounts | • | • | •

**CLICK HERE TO BOOK**

IBA sponsorship packages do not include speaking opportunities. Speaking opportunities cannot be linked to sponsorship discussions or financial arrangements. Neither officers, nor representatives of the Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship or financial agreement. Please notify Andrew Webster-Dunn, Head of Advertising and Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org if you are asked to sponsor a conference or event as a condition of an invitation to speak at the conference.

Should you wish to be considered for a speaking position at an IBA Conference, please email conferences@int-bar.org stating the conference of interest and ask to be put in touch with the relevant Conference Chair.

For further information on sponsorship please contact Andrew Webster-Dunn on andrew.webster-dunn@int-bar.org or telephone on +44 (0) 207 842 0090
## Sponsorship opportunities

### Available to all

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<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline social event sponsorship</th>
<th>Conference dinner sponsorship</th>
<th>Conference reception sponsorship</th>
<th>Conference refreshment break sponsorship</th>
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<td>£5,000</td>
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<td>Sponsor logo on signage at conference dinner</td>
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<td>Sponsor logo and link on the conference website</td>
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Assignment of sponsorships
All sponsorships are non-exclusive and non-negotiable.

Interpretation and definitions
In this agreement, unless the context otherwise requires, the following definitions shall apply:

1. "Sponsorship" includes Headline Conference sponsor, Associate Conference sponsor, Headline social event sponsor, Exhibitor display table or any other category named by the IBA.
2. 'sponsor' means an organisation that is named as one of the Headline Conference sponsors, Associate Conference sponsors, Headline social event sponsors, Exhibitor display or any other category named by the IBA.
3. 'IBA' means International Bar Association
4. "GDPR" means the General Data Protection Regulation (Regulation (EU) 2016/679), as amended or replaced from time to time.
5. 'Data Protection Law' means the GDPR and all other national, international or other laws related to data protection and privacy that are applicable to any territory where the sponsor process personal data or is established.

Application/cancellation of sponsorship
Applications to sponsor a social event or exhibit at an IBA specialist conference must be made by clicking on the appropriate link in this pack and completing the relevant online booking form.

Exhibitor/sponsorship packages, including benefits and costs cannot be shared between firms or companies. No discount or refund will be given for non-use of benefits by the sponsor or by any delegate with a sponsorship package.

Should the sponsor wish to withdraw from being a sponsor of the chosen IBA specialist conference after placing an order, the sponsor will be liable to pay the following amounts:

- Cancellation after Sponsor logo is placed on the relevant IBA specialist conference webpage, up to 60 days prior to the conference commencement date, 50 per cent of agreed value of invoice.
- Cancellation 60 days prior to the conference commencement date as shown on the relevant conference webpage, 90 per cent of the agreed value of invoice
- Cancellation 30 days or less prior to the conference commencement date as shown on the relevant conference webpage, 100 per cent of the agreed value of invoice

Cancellation of sponsorship must be directed in writing:
Andrew Webster-Dunn, Head of Sponsorship, International Bar Association,
5 Chancery Lane, London, WC2A 1LG United Kingdom or andrew.webster-dunn@int-bar.org

Invoicing
We are now issuing pro-forma invoices rather than final invoices as we recognise income on a cash receipts basis, as such we cannot issue an invoice until the pro-forma invoice is paid. This is a recognised practice by HMRC as per guidelines published in 1970 (see below) and allows us to comply with the VAT regulations imposed on us by the UK authorities. Pro-forma invoices will be sent within 48 hours of the relevant online booking form being completed. The invoice will be issued as soon as payment is received, the pro-forma invoice contains all the details that would be included on an invoice, including the VAT rate charged it has just the words pro-forma instead of invoice.

HMRC Published Guidelines (since 1970)
If you want to issue a sales invoice for goods or services you have not supplied yet you issue a pro-forma invoice. A pro-forma invoice IS a valid invoice requiring your payment. A pro-forma invoice IS NOT a VAT invoice (you receive one of those automatically on payment)

All invoices must be paid within 30 days of the date on the invoice or no later than 30 days prior to the start date. Invoices remaining unpaid at the commencement of the conference must be paid in full at the conference before delegate and or exhibitor passes are released. For the avoidance of doubt, you shall not be permitted entry to the Conference unless full payment has been received by us.

No deductions or withholdings
All fees payable to us by you in accordance with the terms contained in this ‘Information’ section shall be paid free and clear of all deductions or withholdings whatsoever. If any deductions or withholdings are required by law to be made from any fees payable to us by you under the terms contained in this ‘Information’ section you shall pay such sum as will, after the deduction or withholding has been made, leave us with the same amount as we would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

If we obtain the benefit of any tax credit or other relief by reference to any such deductions or withholdings, then we shall repay to you such amount as, after such repayment has been made, will leave us in no worse position than we would have been if had no such deductions or withholdings been required.

Contract acceptance
The acceptance of the booking shall be at the discretion of the IBA, and upon acceptance, becomes a contract. By completing the online booking form, the sponsor agrees to comply with, and be subject to, the terms and conditions contained in this document. The IBA reserves the right to refuse or deny sponsorships to prospective companies, with no explanation.

Mailing lists
The IBA does not provide mailing list for any of its conferences.

Sponsorship and speaking at an IBA conference
Under IBA Policy, speaking opportunities at an IBA conference or event CANNOT be linked to exhibiting or sponsorship discussions. Neither Officers, nor representatives of the IBA Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement. If you are interested in speaking at an IBA conference or event under the condition of this invitation is that you MUST also pay to exhibit or be a sponsor at the conference, please email Andrew Webster-Dunn, Head of Advertising and Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org

Sponsorship of the days prior to the commencement of the conference, may be removed at the request of the IBA to eliminate empty spaces in the exhibition hall. The IBA will not refund any part of the booth rental and exhibitors will be liable for the full rental amount.

Scheduled exhibition dates and hours
Scheduled exhibition times are from 08:00hrs through to the end of the last working session specified in the programme for each day.
Installation of exhibits

Exhibitors must have display materials unpacked and ready for display, with all packaging cleared away by 1000hrs on the day of the conference. No work will be permitted once the conference registration desks have opened and the first delegate has arrived. Installation can be completed once delegates have begun the first session.

Booth construction and arrangement

IBA reserves the right to require the immediate withdrawal of any exhibit which is not in compliance with all pertinent laws, ordinances, regulations and codes of duly authorised local, state and federal governing bodies concerning fire, health and safety as well as the rules and regulations of the operators of and/or owners of the property where the conference is held.

Care of exhibition space and building

The exhibitor shall care for and keep occupied space in good order. Special cleaning and dusting of the booth and display equipment and material will be the exhibitor’s responsibility. Exhibitors may not place anything in the exhibition space common and reserve the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of IBA. In the event of such restriction or event, IBA is not liable for any refund of exhibition fees or any other exhibition related expenses.

Exhibition freight

Exhibitors are responsible for the delivery and removal of their freight to and from the conference venue. The IBA is unable to assist in the shipment of materials to and from the conference venue and the exhibitor label it with its own name. The IBA will not be held responsible for the loss of any freight materials, especially those incorrectly labeled. Information on shipping can be obtained by contacting Andrew Webster-Dunn at andrew.webster-dunn@ibt-bar.org and +44 (0)20 7842 0090.

Removal of exhibits

No exhibits shall be removed, dismantling or packing product before the end of the final coffee break on the last day of the conference. It is the responsibility of each exhibitor to arrange with the conference venue for the storage of materials until collected by a courier or Shipping Company. The IBA will not act on behalf of an exhibitor for the collection of freight. All materials remaining after the conference closes or at a time specified, by an IBA representative, will be removed and destroyed by the conference venue staff, if arrangements have not been made for collection. The IBA will not be held responsible for any items left behind.

Sales, samples and souvenirs

No goods are to be sold for delivery on the floor. Orders may be taken for future delivery. Free samples and souvenirs may be given away at your designated booth only. The placing of unauthorised promotional literature or gifts at an IBA conference or social event is strictly forbidden. All unauthorised items will be removed and in the case of returns, the indemnity provision of this agreement will be applicable to all companies. All subsequent items will be removed and disposed of without notification.

Insurance

All exhibitors MUST obtain insurance coverage against damage and loss and public liability insurance against injury to the person or property of others. Exhibitors may be required to produce evidence of insurance coverage. All materials remaining after the conference, storage or collection. The IBA will not be held responsible for any items left behind.

Compliance

The exhibitor agrees to abide by and comply with all the Terms & Conditions, including any amendments that conference management may make from time to time, set out in this document. The exhibitor further assumes all responsibility for compliance with all local regulations and codes of fully authorised local, state and federal governing bodies concerning fire, health and safety as well as any agreements of the operators of and/or owners of the property where the conference is held.

Social event sponsors

Sponsors of IBA social events are NOT permitted to erect or display signage, or distribute gifts or promotional literature of any kind. No speeches by sponsors are permitted during the sponsored event. The collection of delegate data at an IBA social event is strictly prohibited.

Conference signage/banners logo placements

The logo of a social event sponsor will appear on signage at the relevant sponsored event, Headline Conference, Associate Conference, and Headline social event sponsor logos will appear on a separate SIGN/BANNER to the individual social event sponsors. The number of banners and signs at a conference will be determined by the IBA.

Artwork

The IBA will not make amendments to materials supplied for advertisement, where the materials do not conform to IBA’s published requirements. Please note that logos will be sized to fit into a box 150 (w) x 60 (h) pixels, when used on the IBA website. All artwork will be used as supplied. Any amendments may incur additional charges.

Programme logo placements

Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear inside the conference programme along the bottom of the conference page in the following category order Headline social event, Associate conference, Conference dinner, Conference reception, Conference luncheon, Conference refreshment breaks and Conference breakfast Logos within a sponsorship category will be listed in alphabetical order from left to right. Only logos for co-sponsors and Headline Conference sponsors are permitted to appear on the front cover of a specialist conference programme. The logos associated with each company in alphabetical order from left to right. All artwork will be used as supplied. Any amendments may incur additional charges.

Programme - advert placements

Adverts attributed to organisations supporting and/or sponsoring a specialist conference will appear at the back of the online and final conference programme. Adverts will appear in category order as follows: Headline Conference, Headline Social Event Sponsor, Associate Conference Sponsor and Conference dinner sponsor. Within each category of sponsorship, all adverts will be in alphabetical order. All adverts within the conference final programme will be in black and white, adverts appearing in the online programme will be in colour.

Website logo placements

Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear on the conference website in the following category order Headline conference, Headline social event, Associate conference, Conference dinner, Conference reception, Conference luncheon, Conference refreshment breaks, Conference breakfast, exhibitor, supporters and sponsors. Logos within a sponsorship category will be listed in alphabetical order from top to bottom. All artwork will be used as supplied. Any amendments may incur additional charges.

Promotion video

Maximum duration of promotional video is to be two minutes. Only content relevant to the sponsoring company will be shown. Video to be played as delegates enter meeting room prior to each session commencing. Video content will appear in category order as follows: Headline Conference and Headline Social Event Sponsor. Within each category of sponsorship, video content will appear in alphabetical order.

Function space

It is understood that no rooms, suites or other space in the conference hotel are to be rented for exhibition purposes, workshops or other exhibitor sales-related use. Hosting of hydraulic cocktail parties, open houses and similar exhibitor-sponsored affairs, should be checked with the IBA conference management so as not to conflict with any of the programmed events.

Conference postponement or cancellations

IBA at its discretion shall have the right to cancel, and IBA shall be liable in no way to the sponsor for losses resulting from such delay or cancellation. IBA will not be liable for fulfilment of this contract as to the delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond IBA’s control. It will however, in the event of it not being able to hold a conference for any of the above named reasons reimburse the sponsor for the amount already paid for the sponsorship.

Data Protection

For the purposes of this agreement and either party’s processing of personal data in connection with this agreement, the parties agree that each party acts as an independent data controller. Each party shall (i) only process personal data in compliance with all pertinent laws, ordinances, regulations and codes of duly authorised local, state and federal governing bodies concerning fire, health and safety as well as any agreements of the operators of and/or owners of the property where the conference is held.

Amendments

Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of the IBA. Sponsors shall be notified in writing of any amendments to these regulations.

Questions

Contact Andrew Webster-Dunn, Head of Sponsorship, International Bar Association, at andrew.webster-dunn@ibt-bar.org or e-mail to andrew.webster-dunn@ibt-bar.org

Governing law and jurisdiction

This Agreement shall be exclusively governed and construed in accordance with the laws of England and Wales without regard to Headlines of conflicts of law.