Information

Date
15–16 January 2024

Venue
One Great George Street
1 Great George St
London SW1P 3AA
England

Language
All working sessions and Conference materials will be in English.

How to register
Register online by 10 January 2024 at www.ibanet.org/conference-details/CONF2354 and make payment by credit card to avail of the ten per cent online registration discount or complete the attached registration form and return it to the Conference Department at the IBA together with your proof of bank transfer payment. You should receive an email confirmation of your registration within five days; if you do not, please contact confs@int-bar.org.

All conference delegates must provide full and accurate information regarding their identity and contact information. Failure to do so will result in their conference registration being cancelled.

By registering for the conference you agree to the following delegate code of conduct, the host country’s local and/or national requirements and venues restrictions and precautions:

• You will not attend the conference if you are displaying any Covid symptoms
  – Should you develop any Covid symptoms during your attendance at
    the conference you inform a member of IBA staff by email (confs@int-bar.org) and you agree not to attend any further conference sessions or related events and comply with all local and national restrictions

• You travel at your own risk, and you agree that the IBA cannot be held responsible if you contract Covid during the conference or after returning from the conference

• You agree to the extent permitted by law that you shall not hold IBA responsible for: any travel costs incurred for travelling to and from the conference; any travel costs that may be irrecoverable due to the cancellation or postponement of the conference; any losses or liabilities associated with contracting Covid whether on the way to, during or after the conference.

• You agree that, if asked by the relevant local or national authorities, the IBA has permission to pass on your personal information and contact details to those authorities should contact tracing be required.

Fees

Online registrations received:

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<tr>
<th></th>
<th>on or before 1 December</th>
<th>until 10 January</th>
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</thead>
<tbody>
<tr>
<td>IBA member</td>
<td>£795</td>
<td>£885</td>
</tr>
<tr>
<td>Non-member*</td>
<td>£930</td>
<td>£1020</td>
</tr>
<tr>
<td>Young lawyers (under 30 years)</td>
<td>£595</td>
<td>£1020</td>
</tr>
<tr>
<td>Academics/judges (full-time)</td>
<td>£595</td>
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<tr>
<td>Public lawyers</td>
<td>£595</td>
<td>£1020</td>
</tr>
<tr>
<td>Corporate counsel**</td>
<td>£715</td>
<td>£1020</td>
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After 10 January 2024 registrations must be received in hard copy at the IBA office.

Hard copy registration forms and fees received:

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*By paying the non-member fee, we welcome you as a delegate member of the IBA for the year in which this Conference is held, which entitles you to the following benefits:
1) Password access to certain parts of the IBA website.
2) Receipt of IBA E-news and access to online versions of IBA Global Insight.
3) Pay the member rate for any subsequent Conference registrations for this calendar year.

**A reduced rate is offered to IBA Corporate Group Members. Please contact confs@int-bar.org to obtain a 25 per cent discount on the IBA Member fee.

If you would like to become a full or general member of the IBA, which includes membership of one committee or more – and inclusion in and access to our membership directory – we encourage you to do so now in order to register for this Conference at the member rate. You can find full details of how to join at www.ibanet.org.

A reduced rate is offered to lawyers who are over the age of 65, have been an IBA member for more than 20 years and are no longer practising law.

Full payment must be received in order to obtain your Conference documentation.

Fees include:

• Attendance at all working sessions
• Access to the Conference materials from the IBA website (www.ibanet.org), including any available speakers’ papers submitted to the IBA
• Access to live delegate search
• Lunch on Monday and Tuesday
• Tea and coffee during breaks
• VAT currently at 20%

Please note that registrations are not transferable.
List of participants
In order for your name to appear in the list of participants, your registration form must be received by 10 January at the latest.

Live delegate search
Delegates are able to use the live delegate search via the IBA website, in order to use this function delegates will need to be logged into their MyIBA. This will allow search access to up-to-date attendance lists.

Registration confirmation
Upon receipt of your payment for the Conference a confirmation email will be sent to you which contains information regarding your attendance at the Conference. You will also be able to view and download your payment information and manage your registration via your MyIBA profile on the IBA website.

Photography and filming
Certain sessions and/or social functions may be photographed and/or filmed and some of this content may be used for future IBA marketing materials, member communications, products or services. Should you have any concerns about this, or do not wish to be featured in any of these materials please contact the IBA Marketing Department at ibamarketing@int-bar.org.

Payment of registration fees by bank transfer or BACS payment
Registration forms received without proof of payment will NOT be processed until proof of payment has been received.

Pounds sterling: by bank transfer or BACS payment to the IBA account number: 13270222 (Sort Code 56-00-03) at the National Westminster Bank, St James’s & Piccadilly Branch, 208 Piccadilly, London W1A 2DG, United Kingdom.

SWIFT address NWBKGBZL, IBAN GB05NWBK5600313270222

Please ensure that a copy of the bank transfer details is attached to your registration form.

PLEASE ENSURE THAT YOUR NAME AND ‘[CONF2354LONDON]’ APPEAR ON ANY TRANSFER OR DRAFT.

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 had no such deductions or withholdings been required.

Cancellation of registration or social functions
If cancellation is received in writing at the IBA office by 2nd January 2024, fees will be refunded less a 25 per cent administration charge. Refunds will be made minus any monies owed to the IBA.

We regret that no refunds can be made after this date. Registrations or social function bookings received after 2nd January 2024 will not be eligible for any refund of fees.

Should you have difficulties in obtaining your visa and are not able to attend the Conference this cancellation policy will still apply.

Upon submission of your completed Conference registration form to the IBA you are considered ‘registered’ pending payment. Please note that the cancellation terms and conditions as indicated will apply as soon as your registration is received.

Provided you have cancelled your registration to attend an IBA Conference in accordance with the terms of the ‘cancellation of registration’ clause included in the ‘Information’ section of the relevant Conference programme, you must then confirm to us in writing at the IBA office as soon as possible, but in no event later than one year (12 calendar months) from the date of any such Conference, all necessary details to enable any reimbursement owed to you to be paid. We regret that no refunds will be made after the date that is one year (12 calendar months) after the date of the relevant Conference.

Travel arrangements and visas
Participants are responsible for making their own travel arrangements. It is recommended that you check your visa requirements with your local embassy or consulate. We are unable to dispatch visa invitation letters to support your visa application prior to receipt of your registration form and full payment of registration fees.

Please apply for your visa in good time.
Accommodation
The conference does not have a room block at a hotel. Below is a selection of nearby hotels for your consideration. To make a booking please contact the hotel directly.

Conrad London St. James
5 minute walk from the conference venue
Address:
22–28 Broadway
London SW1H 0BH
Phone: +44 (0)2033018080
Website: https://www.hilton.com/en/hotels/loncoci-conrad-london-st-james/?SEO_id=GMB-EMEA-CI-LONCOCI

The Royal Horseguards Hotel
10 minute walk from the conference venue
Address:
2 Whitehall Ct
London SW1A 2EJ
Phone: +44 (0)2075235062
Website: https://www.guoman.com/the-royal-horseguards

Disabled access
The venue is wheelchair accessible. Please notify us if you require special assistance.

London Marriott Hotel County Hall
10 minute walk from the conference venue
Address:
County Hall, Westminster Bridge Rd
London SE1 7PB
Phone: +44 (0)2079285200
Website: https://www.marriott.com/en-us/hotels/lonch-london-marriott-hotel-county-hall/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0

Delegates are responsible for making accommodation reservations directly with the hotel and entering into an agreement with the hotel regarding credit card guarantees, cancellation terms and conditions, and room rates. The IBA cannot accept responsibility for hotel accommodation disputes between a delegate and the hotel.

Unauthorised accommodation agents
It has been brought to our attention that there are multiple companies contacting past attendees, claiming to represent the IBA, offering ‘assistance’ with registration and hotel bookings. They are operating by cold-calling and spamming companies whose names have appeared on previous List of Participants, Programmes and Sponsorship recognition. The only Accommodation Agent the IBA works with is Judy Lane ICS. Judy Lane ICS do not contact delegates on behalf of the IBA without delegates making initial contact. Please ignore any communication that does not come directly from the IBA or Judy Lane ICS.

Social programme
Conference dinner
Monday 15 January, 1830
Gladstone Library, Royal Horseguards Hotel, 2 Whitehall Court, London, SW1A 2EJ
Ticket price: £100
One place per registered delegate is permitted.

Continuing Professional Development/Continuing Legal Education
For Conference delegates from jurisdictions where CPD/CLE is mandatory, the IBA will provide a Certificate of Attendance for the Conference. Subject to CPD/CLE requirements, Conference delegates can use this to obtain the relevant number of hours’ accreditation. The number of CPD/CLE hours available may vary depending on the rules applied by the members’ bar association/law society on time recording criteria.

A Certificate of Attendance is available to Conference delegates on request. Please ask at the IBA Conference registration desk for information on how to obtain the certificate.

IBA Harassment Policy
IBA IBA conferences provide unrivalled professional development and network-building opportunities for international legal practitioners and their professional associates. The IBA values the participation of every delegate and member of the IBA and wants all attendees to have an enjoyable and fulfilling experience. Accordingly, all Conference attendees are expected to show respect and courtesy to other attendees, IBA staff and those involved with hosting the events throughout the Conference and at all Conference events, receptions, and parties, whether officially organised by the IBA or others. All delegates, guests, attendees, speakers, exhibitors, staff and volunteers at any IBA event are required to conform to the IBA Harassment Policy.

See www.ibanet.org/iba-harassment-policy
Registration form

13th Annual London Finance and Capital Markets Conference
15–16 January 2024, One Great George Street, London

Please read the ‘Information’ section before completing this form and return it together with your proof of bank transfer to the Conference Department at the address below.

REGISTER ONLINE AT WWW.IBANET.ORG/CONFERENCE-DETAILS/CONF2354 TO MAKE IMMEDIATE AND SECURE PAYMENT BY CREDIT CARD AND OBTAIN A TEN PER CENT DISCOUNT ON THE FEES BELOW

<table>
<thead>
<tr>
<th>PERSONAL DETAILS (Please attach your business card or write in block capitals)</th>
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<tbody>
<tr>
<td>Title________________ Given name ____________________________________________ Family name ____________________________</td>
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<tr>
<td>Name and country to be shown on badge (if different from above) __________________________________________________________________________</td>
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<tr>
<td>IBA Membership number (if applicable) ____________________________________________ Date of birth ____________________________</td>
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<tr>
<td>Firm/company/organisation ______________________________________________________________________________________________________________</td>
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<td>Address ____________________________________________________________________________________________________________________________</td>
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<td>Tel ___________________________ Email __________________________________________________________________________________________</td>
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SPECIAL DIETARY REQUIREMENTS

If you have special dietary requirements, due to allergen intolerances, medical, religious reasons or a life choice, please specify the requirement below. The IBA is unable to cater for dietary requirements other than for the above reasons.

☐ Please tick box if you have allergen intolerances and specify ____________________________________________________________________________

Please state all other dietary requirements clearly, i.e. I am a vegetarian.

Disclosure of dietary information denotes you have agreed to the IBA sharing this information with relevant third parties who are providing catering on our behalf.

TO OBTAIN A TEN PER CENT DISCOUNT ON THE FEES BELOW, PLEASE REGISTER BY 10 JANUARY ONLINE AT WWW.IBANET.ORG/CONFERENCE-DETAILS/CONF2354. IBA MEMBERS CAN REGISTER ONLINE BY 1 DECEMBER FOR £795. PLEASE SEE ‘INFORMATION’ FOR FURTHER ONLINE REGISTRATION DETAILS.

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Social programme

Conference dinner

☐ Price: £100

One dinner place per registered delegate is permitted.

TOTAL AMOUNT PAYABLE £

*JOIN THE IBA TODAY AND REGISTER FOR THIS CONFERENCE AT THE IBA MEMBER RATE. PLEASE FIND THE MEMBERSHIP APPLICATION FORM AT WWW.IBANET.ORG.

**A REDUCED RATE IS OFFERED TO IBA CORPORATE GROUP MEMBERS. PLEASE CONTACT CONFS@INT-BAR.ORG TO OBTAIN A 25 PER CENT DISCOUNT ON THE IBA MEMBER FEE.
A REDUCED RATE IS OFFERED TO LAWYERS WHO ARE OVER THE AGE OF 65, HAVE BEEN AN IBA MEMBER FOR MORE THAN 20 YEARS AND ARE NO LONGER PRACTISING LAW. PLEASE CONTACT THE IBA OFFICE FOR FURTHER INFORMATION.

FULL PAYMENT MUST BE RECEIVED IN ORDER TO PROCESS YOUR REGISTRATION. PLEASE NOTE THAT REGISTRATIONS ARE NOT TRANSFERABLE.

METHODS OF PAYMENT

By credit card
Register online at www.ibanet.org/conference-details/CONF2354 and make immediate and secure payment by credit card
Note: please do not send your credit card details on the registration form or within an email or fax.

By bank transfer or BACs payment
Registration forms received without proof of payment will NOT be processed until proof of payment has been received.

Pounds sterling: by bank transfer or BACS payment to the IBA account number: 13270222 (Sort Code 56-00-03) at the National Westminster Bank, St James’s & Piccadilly Branch, 208 Piccadilly, London W1A 2DG, United Kingdom.

SWIFT address NWBKGB2L, IBAN GB05NWBS6000313270222

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WHERE DID YOU FIRST HEAR ABOUT THIS CONFERENCE?

☐ IBA CONFERENCE ☐ OTHER CONFERENCE ☐ DIRECT MAIL ☐ INTERNET ☐ ADVERTISEMENT
☐ EMAIL ☐ EDITORIAL ☐ RECOMMENDATION ☐ OTHER

Please provide further details, quoting code (if applicable)

The International Bar Association would like to keep in touch with you about relevant news, events, publications and membership. You can opt out of receiving information at any time by emailing member@int-bar.org or by logging into My IBA and updating your preferences. Your details will be included in the list of participants. If you do not want your details to be included in the list, please email confs@int-bar.org.

For further details on how your data is used and stored: www.ibanet.org/privacy-policy

PLEASE SEND THE COMPLETED FORM TO INTERNATIONAL BAR ASSOCIATION:

Conference Department
Chancery House, 53-64 Chancery Lane, London WC2A 1QS, United Kingdom
Email: confs@int-bar.org www.ibanet.org