Information

Date
14–15 March 2024

Venue
W Barcelona
Plaça Rosa Del Vents 1
Final, Pg. de Joan de Borbó
08039
Barcelona
Spain

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

How to register
Register online by 8 March 2024 at www.ibanet.org/conference-details/CONF2404 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.

Fees

Online registrations received:

<table>
<thead>
<tr>
<th></th>
<th>on or before 2 February</th>
<th>until 8 March</th>
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</thead>
<tbody>
<tr>
<td>IBA member</td>
<td>€1300</td>
<td>€1400</td>
</tr>
<tr>
<td>Non-member*</td>
<td>€1450</td>
<td>€1555</td>
</tr>
<tr>
<td>Young lawyers (under 30 years)</td>
<td>€975</td>
<td>€1555</td>
</tr>
<tr>
<td>Academics/judges (full-time)</td>
<td>€975</td>
<td>€1555</td>
</tr>
<tr>
<td>Public lawyers</td>
<td>€975</td>
<td>€1555</td>
</tr>
<tr>
<td>Corporate counsel**</td>
<td>€1170</td>
<td>€1555</td>
</tr>
<tr>
<td>Conference dinner</td>
<td>€150</td>
<td>€150</td>
</tr>
</tbody>
</table>

After 8 March registrations must be received in hard copy at the IBA office.

Hard copy registration forms and fees received:

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<thead>
<tr>
<th></th>
<th>on or before 2 February</th>
<th>after 2 February</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBA member</td>
<td>€1440</td>
<td>€1555</td>
</tr>
<tr>
<td>Non-member*</td>
<td>€1610</td>
<td>€1725</td>
</tr>
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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 before 8 March.
• Access to live delegate search
• Lunch on Thursday
• Tea and coffee during breaks

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 8 March 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 My IBA profile on the IBA website.

Book with confidence
• If the IBA needs to reschedule the event, your registration will be automatically transferred to the new date and no additional fees will be charged. If this date is not convenient for a delegate, a refund of the cost of the conference place will be available on request to the IBA.
• If the IBA is unable to reschedule the conference within 12 months of the original scheduled date, a full refund of the cost of the conference place will automatically be made to all delegates.
• Please note that the IBA will not provide refunds for any costs incurred including any travel costs.

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.

Euro: by bank transfer to the IBA account at the National Westminster Bank, St James’s & Piccadilly Branch, 208 Piccadilly, London W1A 2DG, United Kingdom.
SWIFT address NWBKGB2L, IBAN GB58NWKB60721106570631
Please ensure that a copy of the bank transfer details is attached to your registration form.
PLEASE ENSURE THAT YOUR NAME AND ‘[CON2404BARCELONA]’ APPEAR ON ANY TRANSFER OR DRAFT.

Conference sell-outs
The IBA places its conferences in venues of a suitable size for each event; however, there are times when our conferences may sell out. Should this happen, prospective delegates will be informed, and a waiting list will operate. The waiting list will function on a ‘first come, first served’ basis, subject to receiving registered delegate cancellations. The waiting list for a conference will close once it has reached ten per cent of the conference venue capacity, as it is very unlikely a place will become available. The IBA will not be liable for any travel or accommodation expenses incurred by an individual who travels to a conference without a confirmed place at the event.

Cancellation of registration or social functions
If cancellation is received in writing at the IBA office by 1 March 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 1 March 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.

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.

Promotional literature
Please note that no individual or organisation may display or distribute publicity material or other printed matter during the Conference, unless by prior arrangement with the IBA. Organisations and companies wishing to discuss promotional opportunities should contact the IBA Sponsorship Department at sponsorship@int-bar.org.

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.

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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.
Hotel accommodation
A limited number of rooms have been reserved at the W Barcelona for the nights of 13 and 14 March:

W Barcelona
Plaça Rosa Del Vents 1
Final, Pg. de Joan de Borbó
08039 Barcelona, Spain
Tel: +34 932 95 28 00

The following rates are per room, per night and inclusive of breakfast and exclusive of service charges and local taxes, currently 10% VAT and the tax on overnight stays in tourist establishments at €6.88 per night.

Single room: €315  /  Double room: €340

Please use the following hotel website link https://www.marriott.com/event-reservations/reservation-link.mi?id=1695714532957&key=GRP&app=resvlink to make your reservation. The hotel requires a credit card number to secure your reservation.

Cancellation and no-show policy
Please note that in the event of any cancellations or no-shows, rooms will be charged to the individual guest’s credit card given at the time of booking.

Please note that any reservation made after 24 February will be subject to availability and cannot be guaranteed at the special IBA rate.

As a limited number of rooms have been blocked at the hotel, availability cannot be guaranteed once the room block is full.

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 (should these differ from the special IBA rate). The IBA cannot accept responsibility for hotel accommodation disputes between a delegate and the hotel.

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

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
Thursday 14 March, 1900
Marina Port Vell, Moll de La Barceloneta, 1, Ciutat Vella, 08039 Barcelona, Spain
Ticket price: €150

Social event places cannot be guaranteed unless payment has been received before 8 March, subject to availability.

One place per registered delegate is permitted.

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