

# Information

## Date

7 – 8 December 2023

## Venue

Palais Hansen Kempinski Vienna  
Schottenring 24,  
1010 Vienna,  
Austria  
Tel: +43 12361000

## Language

All working sessions and Conference materials will be in English.

## 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](mailto: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:

	on or before 27 October	until 30 November
IBA member	€995	€1100
Non-member*	€1155	€1255
Young lawyers (under 30 years)	€750	€1255
Academics/judges (full-time)	€750	€1255
Public lawyers	€750	€1255
Corporate counsel **	€895	€1255

After **30 November 2023** registrations must be received in hard copy at the IBA office.

## How to register

Register online by **30 November 2023** at [www.ibanet.org/conference-details/CONF2425](http://www.ibanet.org/conference-details/CONF2425) 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](mailto: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

Hard copy registration forms and fees received:

	on or before 27 October	after 27 October
IBA member	€1105	€1220
Non-member*	€1280	€1395
Young lawyers (under 30 years)	€830	€1395
Academics/judges (full-time)	€830	€1395
Public lawyers	€830	€1395
Corporate counsel **	€995	€1395

\* 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:

- Password access to certain parts of the IBA website.
- Receipt of IBA E-news and access to online versions of *IBA Global Insight*.
- 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](mailto: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](http://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](http://www.ibanet.org)), including any available speakers' papers submitted to the IBA before 25 May.
- Access to live delegate search
- Lunch on Thursday and Friday
- Tea and coffee during breaks

**Please note that registrations are not transferable.**



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### List of participants

In order for your name to appear in the list of participants, your registration form must be received by **30 November 2023** 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.

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### 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](mailto:ibamarketing@int-bar.org).

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### 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 GB58NWBK60721106570631 Please ensure that a copy of the bank transfer details is attached to your registration form.

**PLEASE ENSURE THAT YOUR NAME AND '[CONF2425 Vienna]' 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

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### Cancellation of registration or social functions

If cancellation is received in writing at the IBA office by **24 November 2023** 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 **24 November 2023** 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.

### 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.

Please note, these terms are subject to any more restrictive or different local requirements and may be altered and amended from time to time to reflect any changes to restrictions or government requirements.

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### 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](mailto:sponsorship@int-bar.org).

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.

### 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.

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.**

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### Hotel accommodation

#### Palais Hansen Kempinski Vienna

Schottenring 24,  
1010 Wien, Austria  
Phone: +43 1 2361000  
Email: [info.vienna@kempinski.com](mailto:info.vienna@kempinski.com)

#### K+K Palais Hotel

Rudolfspl. 11,  
1010 Wien, Austria  
Phone: +43 1 5331353  
Email: [palais@kkhotels.com](mailto:palais@kkhotels.com)

#### Radisson RED Vienna

Ob. Donaustraße 61,  
1020 Wien, Austria  
Phone: +4314360050  
Email: [info.vienna@radissonred.com](mailto:info.vienna@radissonred.com)

#### Hotel Regina

Rooseveltplatz 15,  
1090 Wien, Austria  
Phone: +431404460  
Email: [regina@kremslehnerhotels.at](mailto:regina@kremslehnerhotels.at)

6 minute walk from conference venue

10 minute walk from conference venue

11 minute walk from conference venue

### Cancellation and no-show policy

From 70 till 30 days prior to the arrival date: the reservation may be cancelled minus the non-refundable deposit.

From 29-0 days prior to the arrival date: the whole cost of the reservation will result in a penalty fee equivalent to 100% of the reservation; No shows and reduction in the length of stay: will be charged the whole cost of the reservation.

Please note that any reservation made after 15 July 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 Palais Hansen Kempinski is wheelchair accessible. Please notify us if you require special assistance.



The 2023 Annual Conference will be held in Paris, the capital city of France and one of the world's leading centres for finance, diplomacy, commerce, fashion, gastronomy, science and the arts.

Paris, known as 'the City of Lights', is a major European business hub, and the location of the European head office for 75 per cent of large, 500+ employee, multinational companies in Europe.

Paris is home to more Fortune 500 companies with European operations than any other city in Europe.

With the IBA Annual Conference located at the crossroads of Europe, with easy travel links to other European capitals, and with an abundance of business and networking opportunities on offer, Paris will be a fantastic location for the largest, most prestigious event for international lawyers.

### WHAT WILL IBA 2023 OFFER YOU?

- Access 5,000+ attendees representing over 2,700 law firms, corporations, governments and regulators from more than 130 jurisdictions
- Hear from leading international figures, government officials, general counsel and experts from across all practice areas and continents
- Opportunities to win more work and referrals at the world's best networking and business development event for lawyers and law firms
- Save time and money by meeting all of your legal contacts under one roof

**REGISTER NOW : Visit: [www.ibanet.org/conference-details/CONF2244](http://www.ibanet.org/conference-details/CONF2244)**

# Registration form

## IBA Asset Recovery Conference

Palais Hansen Kempinski, Vienna, Austria, 7 – 8 December 2023



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/CONF2425](http://WWW.IBANET.ORG/CONFERENCE-DETAILS/CONF2425) TO MAKE IMMEDIATE AND SECURE PAYMENT BY CREDIT CARD AND OBTAIN A TEN PER CENT DISCOUNT ON THE FEES BELOW

### PERSONAL DETAILS *(Please attach your business card or write in block capitals)*

Title \_\_\_\_\_ Given name \_\_\_\_\_ Family name \_\_\_\_\_

Name and country to be shown on badge *(if different from above)* \_\_\_\_\_

IBA Membership number *(if applicable)* \_\_\_\_\_ Date of birth \_\_\_\_\_

Firm/company/organisation \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

### 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 **30 NOVEMBER** ONLINE AT [WWW.IBANET.ORG/CONFERENCE-DETAILS/CONF2425](http://WWW.IBANET.ORG/CONFERENCE-DETAILS/CONF2425)  
IBA MEMBERS CAN REGISTER ONLINE BY **27 OCTOBER** FOR **€995**. PLEASE SEE 'INFORMATION' FOR FURTHER  
ONLINE REGISTRATION DETAILS.

HARD COPY REGISTRATION FORMS AND FEES RECEIVED:	on or before 27 October	after 27 October	amount payable
IBA member	€1105	€1220	€
Non-member*	€1280	€1395	€
Young lawyers (under 30 years)	€830	€1395	€
Academics/judges (full-time)	€830	€1395	€
Public lawyers	€830	€1395	€
Corporate counsel **	€995	€1395	€
<b>TOTAL AMOUNT PAYABLE</b>			<b>€</b>

\*JOIN THE IBA TODAY AND REGISTER FOR THIS CONFERENCE AT THE IBA MEMBER RATE. PLEASE FIND THE MEMBERSHIP APPLICATION FORM AT [WWW.IBANET.ORG](http://WWW.IBANET.ORG).

\*\* A REDUCED RATE IS OFFERED TO IBA CORPORATE GROUP MEMBERS. PLEASE CONTACT [CONFS@INT-BAR.ORG](mailto: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/CONF2425](http://WWW.IBANET.ORG/CONFERENCE-DETAILS/CONF2425) 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.

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### 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 GB58NWBK60721106570631

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

## WHERE DID YOU FIRST HEAR ABOUT THIS CONFERENCE?

- |   |   |   |                                   |  |
|---|---|---|-----------------------------------|--|
| <input type="checkbox"/> IBA CONFERENCE | <input type="checkbox"/> OTHER CONFERENCE | <input type="checkbox"/> DIRECT MAIL    | <input type="checkbox"/> INTERNET | <input type="checkbox"/> ADVERTISEMENT |
| <input type="checkbox"/> EMAIL          | <input type="checkbox"/> EDITORIAL        | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> OTHER    |  |

Please provide further details, quoting code (if applicable)

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## PLEASE SEND THE COMPLETED FORM TO INTERNATIONAL BAR ASSOCIATION:

### Conference Department

Chancery House

53-64 Chancery Lane

London WC2A 1QS

Email: [confs@int-bar.org](mailto:confs@int-bar.org) [www.ibanet.org](http://www.ibanet.org)

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](mailto: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](mailto:confs@int-bar.org).

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