Sponsorship opportunities

22nd Annual International Conference on Private Investment Funds
Sponsorship opportunities

Non-law firms only

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


Benefits

Headline conference sponsorship  £8,000
Associate conference sponsorship  £5,000
Exhibitor display table  £1,800

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 or by an in-house/general counsel of a company proposed by the sponsor. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date.

Complimentary attendance to all social events including ticketed dinners for named sponsor delegates

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.

Sponsor logos to appear on all conference promotional materials from date of booking. (Logo to be supplied in EPS Vector format)

Sponsor logo on the cover of the online and final programmes

Sponsor logo to appear inside online and final programmes

Sponsor logo to appear on the conference holding slide in main session room

Sponsor logo to appear on general conference signage

Sponsor logo on signage at opening reception (Sunday)

Sponsor logo on signage at conference reception (Monday)

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 passes cannot be given to a private practitioner of a law firm. 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 colour advertisement to be included in the online programme. Artwork to be supplied no later than 14 days before the conference commencement date.

Full page colour advertisement to be included in the final programme. Artwork to be supplied no later than 14 days before the conference commencement date.

Sponsors acknowledged via IBA LinkedIn accounts

CLICK HERE TO BOOK

CLICK HERE TO BOOK

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If you have any questions regarding sponsorship of this conference, please email jenny.roote@int-bar.org.

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, Sponsorship Director, 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.
Sponsorship opportunities

Available to all

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<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline social event sponsorship</th>
<th>Opening reception (Sunday) sponsorship</th>
<th>Conference reception (Monday) sponsorship</th>
<th>Conference refreshment break sponsorship</th>
<th>Conference luncheon sponsorship</th>
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<tbody>
<tr>
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<td>SOLD OUT £6,000</td>
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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 or by an in-house/general counsel of a company proposed by the sponsor. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date.

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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.

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Sponsor logo on signage at conference refreshment breaks

Sponsor logo on signage at conference luncheon

Sponsor logo and link on the conference website

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.

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If you have any questions regarding sponsorship of this conference, please email jenny.roote@int-bar.org.
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, Associate Conference, exhibitor, Headline social event, Conference dinner, Conference reception, Conference refreshment break. Conference lunches or any other category named by the IBA.

2. 'sponsor' means an organisation that is named as one of the above listed sponsorship categories 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 IBA or Sponsor processes 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 associated 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 is on the relevant IBA specialist conference webpage, up to 60 days prior to the conference commencement date, 50 per cent of the 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 to:

Andrew Webster-Dunn, Sponsorship Director, International Bar Association, Chancery House, 53-64 Chancery Lane, London, WC2A 1QS United Kingdom or andrew.webster-dunn@ibar.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 booking being placed. The invoice and receipt 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 just has the words pro-forma instead of invoice.

HMRC Published Guidelines (since 1970)

If you need to issue a sales document 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 will receive one of those automatically on the end of the order only).

All invoices must be paid within 30 days of the date on the invoice or no later than 30 days prior to the conference start date. Invoices remaining unpaid at the commencement of the conference must be paid in full at the conference before delegate 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. No deductions or withholdings are required by law to be made from any fees payable to you by us under the terms contained in this ‘Information’ section you shall pay such sum as will, after the deduction or withholding has been made, leave you with the same amount as we would have been entitled to receive in the absence of such any such Numeric code.

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.

Contract acceptance

The acceptance of this 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.

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 control speaking opportunities as part of a sponsorship agreement. If you are invited to speak at an IBA conference; and told that a condition of this invitation is that you MUST also pay to exhibit or be a sponsor at the conference, please email Andrew Webster-Dunn, Sponsorship Director, International Bar Association at andrew.webster-dunn@ibar.org seeing proof of the agreement. If it is proven in writing that being exhibitor or sponsor is a condition of your speaker invitation, the necessary steps will be taken to reimburse your sponsorship funds and provide you with the sponsorship benefits in full.

Complimentary sponsor delegate badges

Sponsor delegate badges, given as part of a sponsorship agreement, cannot be assigned to speakers, panelists, moderators, Conference Chair or Co-Chairs, press, adjudicators, or anyone listed in the programme as speaking in any capacity. A sponsor delegate badge can only be used by a representative of the sponsoring company in the capacity of a delegate or by an employee or a delegate of the company proposed by the sponsor. The sponsor delegate pass cannot be given to a private practitioner of another law firm. Sponsor delegate badges cannot be used by companies linked to the sponsoring company or to any other company’s investment by competing with the sponsored event, e.g., the hosting of an event at the same time as an IBA sponsored event; (2) conference sponsors will not interfere with another sponsor’s or exhibitor’s communication with an attendee during the conference, either directly or indirectly, e.g., the distribution of brochures or other collateral outside of a designated area/exhibit booth. These and other similar actions will be considered unacceptable and will be prohibited except with the explicit written permission of IBA. All attendees, regardless of whether they sponsor, exhibit or network at an event, are subject to the guidelines of this policy. Attendance at the conference signifies agreement to this policy and subsequent consequences if violated.

Exhibitors and the exhibition hall

Law firms cannot exhibit or distribute literature promoting their firm at an IBA specialist conference. Exhibitors are not permitted to sublet, promote or distribute books, magazines, journals or printed literature promoting products or services which are not owned, produced or published by the paying exhibitor. Exhibiting companies are not permitted to distribute promotional material on behalf of law firms or law firm associations. Exhibitors found to be in breach of the above clauses will be instructed to stop or risk expulsion from the exhibition hall.

Exhibitor attendance and badges

The maximum number of named exhibitor passes allocated per exhibitor table for an IBA specialist conference is TWO, no exceptions will be made. Exhibitor badges will be issued at the event, even if a badge has been lost. Exhibitor badges cannot be exchanged, swapped, reassigned or given to another person at any time during the conference. Anyone found to be in the possession of an exhibitor badge that is assigned to someone else will be asked to leave immediately. Delegate badges must be always worn and visible and not detachable. Sponsor delegate badges entitle the delegate to the same benefits as a paying delegate. Sponsor delegate badge holders may attend all non-ticketed social events, sessions, and purchase tickets to any other IBA ticketed social events. The delegate badge is valid for the duration of the conference, for the named delegate. A Sponsor delegate online registration form must be completed by the sponsor to obtain the Sponsor delegate badge. Notification of changes to free delegate passes must be sent via e-mail, to the appropriate member of the IBA Sponsorship team no later than five working days prior to the commencement of the conference. No amendments will be made at the event, only the people on the registration form may attend the conference. No discount or refund will be given for non-use of complimentary delegate passes.

IBA best practices policy for attendees, exhibitors, and sponsors

IBA provides opportunities for sponsors to have direct exposure to conference attendees during the sponsored conference defined in this document. All conference sponsors are expected to abide by the following policy: (1) conference sponsors will not sponsor any other company’s investment by competing with the sponsored event, e.g., the hosting of an event at the same time as an IBA sponsored event; (2) conference sponsors will not interfere with another sponsor’s or exhibitor’s communication with an attendee during the conference, either directly or indirectly, e.g., the distribution of brochures or other collateral outside of a designated area/exhibit booth. These and other similar actions will be considered unacceptable and will be prohibited except with the explicit written permission of IBA. All attendees, regardless of whether they sponsor, exhibit or network at an event, are subject to the guidelines of this policy. Attendance at the conference signifies agreement to this policy and subsequent consequences if violated.

Exhibitor use of space/promotional materials

When exhibiting all solicitation, demonstration or other promotional activities must be confined to the limits of the area assigned. No sponsor can distribute promotional material(s) in a breakout area or conference lounge. Literature on display shall be limited to reasonable quantities. A company’s promotional materials should not interfere with any other company’s sponsorship or exhibition. A sponsor is prohibited from distributing copyrighted materials. Law firms and organisations that provide legal advertising as part of their business operations cannot distribute business cards regarding their firm, partners, employees, or exhibit at an IBA conference. Any space not claimed and occupied for which no special arrangements have been made, may be removed by the IBA to eliminate empty spaces in the exhibit 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
