IBA Annual Litigation Forum
17 – 19 April 2024, Amsterdam, Netherlands
Sponsorship opportunities

Non-law firms only

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline conference sponsorship £7,000</th>
<th>Associate conference sponsorship £5,000</th>
<th>Exhibitor display table £2,000</th>
</tr>
</thead>
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<tr>
<td>Complimentary sponsor delegate passes. <em>Sponsor delegate passes, given away as part of a sponsorship agreement, cannot be used by speakers, moderators, panelists, 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. The sponsor delegate pass cannot be given to a private practitioner of a law firm. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date.</em></td>
<td>Three</td>
<td>Two</td>
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<td>Complimentary attendance to all social events for named sponsor delegates</td>
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<td>Sponsor logos to appear on all conference promotional materials from date of booking. <em>(Logo to be supplied in EPS Vector format)</em></td>
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<tr>
<td>Sponsor logo on the cover of the online and final programmes</td>
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<td>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, panelists, 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).</td>
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*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.

For further information on sponsorship please contact Jenny Roote on jenny.roote@int-bar.org or telephone on +44 (0) 207 842 0090
### Sponsorship opportunities

#### Available to all

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For further information on sponsorship please contact Jenny Roote on jenny.roote@int-bar.org or telephone on +44 (0) 207 842 0090
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 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 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@iibtn.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 supplied you must 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 these automatically on registering on our system.

All invoices must be paid within 30 days of the date on the invoice or no later than 60 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 and or exhibitor passes are released. For the avoidance of doubt, you shall 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 whatever. If any 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 us with the same amount as we would have been entitled to receive in the absence of any such reduction from the proceeds due to us.

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 confirm 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 on andrew.webster-dunn@iibtn.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 or by any other company that has been given permission by 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 commercial companies in any other capacity, for example, exhibitors. Delegates cannot be swapped, reassigned or given to another person at any time during the conference. Anyone found to be in the possession of a sponsor delegate badge is assigned to someone else will be asked to leave immediately. Delegate badges must be always worn and visible. Sponsor delegate badges enable 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 will 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 attendees are expected to abide by the following policy: (1) conference sponsors will not speak to any other delegate’s practitioner’s involvement in the conference, (2) conference sponsors will not interfere with another sponsor’s or exhibitor’s communication with an attendee 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 submit, 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 literature on behalf of law firms or law firms 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. Each exhibitor badge 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. Exhibitor badges will be closed immediately, with no refund or future bookings accepted for any IBA conference. Only those registered prior to the conference may attend the event. No additional team members exhibiting or promoting literature directly or indirectly, e.g., the distribution of brochures or other collateral outside of a designated area/exhibit booth. Each exhibitor must wear an official IBA conference badge. Exhibitor passes must not be altered or covered. The exhibitor pass is valid for the duration of the conference. Exhibitor badges cannot be used by law firms. If any description of an exhibitor badge holder must be employed by the exhibiting company. Except for the first or only conference reception, exhibitors are not permitted to attend any other conference social functions. Lunches and refreshment breaks not provided as part of an exhibition or sponsorship package; therefore, exhibitor personnel are not permitted to attend lunches or refreshment breaks; those who do will be asked to leave. Exhibitors are not permitted to invite guests to the conference or exhibition. Notification of changes to exhibitor details must be made to: andrew.webster-dunn@iibtn.org no later than five working days prior to the commencement of the conference.

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 materials in a break area or any other area. Literature on display shall be confined 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 advice are part of their firm’s business and cannot be allowed to market to another business concern 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 must be removed by the IBA at any time during the conference.

SPECIALIST CONFERENCE – EXHIBITION AND SPONSORSHIP TERMS & CONDITIONS 2024

Installation of exhibits
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.
Exhibitors must have display materials unpacked and ready for display, with all packaging cleared away before 08:00hrs on the commencement date of the conference. No work will be permitted once the conference registration desk has opened and the first delegate has arrived. Installation can be completed once delegates have begun the first session.

Booth construction and arrangement
IBA arranges for the erection of necessary draped tables of uniform style. All exhibits must be confined to the special limits of the booth as indicated on the floor plan or by the IBA conference organisers. The exhibition booth rental fee includes a table approximately 6' wide x 2' deep and two side chairs. No part of the display except equipment must extend more than 8' in height without prior permission granted by the IBA. Booths shall not present an objectionable side appearance when viewed from adjoining booth areas. All exhibitor displays must stay within the parameters of the space allocated.

Care of exhibition space and building
The exhibitor shall care for and keep occupied space in good order. Special cleaning and repair of the booth, equipment and materials will be the exhibitor's responsibility. Exhibitors may not place anything in the exhibition space common areas. Exhibitors, or their agents, must not injure or deface the wall or floors of the buildings. When such damage is found to be the exhibitor's or contractor's property so damaged. Electrical wiring must conform to the health and safety regulations of the country in which the event is held. Combustible materials or explosives are not permitted in the exhibition area. All exhibits shall serve the interests of the members of IBA and be operated in a way that does not detract from other exhibits or the conference. Conference management determines the acceptability of persons, things, conduct, sound equipment and/or printed material and reserves 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 eviction, 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. All freight must be labelled exactly as specified by the IBA. The IBA will not be held responsible for the loss of any freight materials, especially those not correctly labelled. Information on shipping can be obtained by contacting Andrew Webster-Dunn at andrew.webster-dunn@ibnet.org or +44 (0)20 7842 0090.

Removal of exhibits
No exhibitor shall commence dismantling or packing product before the end of the final day. All exhibits must be removed from the conference venue by the exhibitor or a contractor at the exhibitor's expense. No exhibitor shall remain with the materials unattended after the closing of the conference. All storage or collection fees will be the responsibility of the exhibitor and not the IBA. The IBA reserves the right to postpone or cancel the conference and the exhibitor will be liable in no way to the IBA for losses resulting from such delay or cancellation. IBA will not be liable for full payment of this contract to as delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: force majeure, war, public enemy, acts of God, public authority, strikes, ordered by the law, or any cause beyond the control of IBA. In that it will not be able to hold a conference for any of the abovementioned reasons reimburse the subscriber for the amount already paid for sponsorship.

Insurance
All exhibitors MUST obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibitor materials should be covered against damage or loss. All exhibitors shall be covered against liability for personal injury or damage resulting from the use of the exhibit equipment,装置 and any other property brought upon the premises of the venue and shall indemnify and hold harmless the IBA from all such abuses, damages and claims.

Liability
Exhibitors are fully responsible for all accidents occurring in the exhibition area, equipment and any other property brought upon the premises of the venue and shall indemnify and hold harmless the IBA from all such abuses, damages and claims.

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 furthers assumes all responsibility for compliance with all local, state and federal governing bodies concerning fire, health and safety as well as the rules and regulations of the operators of 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 the social event sponsor will appear on signage at the relevant sponsored event. Headline Conference, 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 ensure that logos will be sized to fit into a box 150 x (w) 60 (h) pixels, when used on the IBA website. All artworks will be used as supplied. Any amendments may incur additional charges.

Programme logo placements
Logos are to be used to support and/or sponsoring a specialist conference will appear inside the conference programme alongside of the bottom of the conference pages in the following category order: Headline social event, Associate conference, Conference dinner, Conference reception, Conference luncheon, Conference refreshments and Conference breakfast. Logos within a sponsorship category will be listed in alphabetical order from left to right. Only logos for Headline Conference sponsors and co-sponsors are permitted to appear on the front of a specialist conference programme. These will be placed in alphabetical order from left to right. All artworks 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 sponsors. The other party may reasonably request to enable the other party to comply with its obligations under Data Protection Act, 1998 and/or the General Data Protection Regulation. For the purposes of this agreement and Data Protection Act, 1998 and/or the General Data Protection Regulation. For the purposes of this agreement. the terms personal data, controller, processor, data subject, data protection, data protection officer, data privacy, data controller, data processor, data subject, data protection regulator, data protection authority shall have the meanings ascribed by European Data Protection Regulations 2016.

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 a 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 used for exhibition purposes, workshops or other exhibitor-related space. Hosting invitational 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 reserve the right to postpone or cancel the conference and the exhibitor shall be liable in no way to the IBA for losses resulting from such delay or cancellation. IBA will not be liable for full payment of this contract to as delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: force majeure, war, public enemy, acts of God, public authority, strikes, ordered by the law, or any cause beyond the control of IBA. It will however, in the event of it not being able to hold a conference for any of the abovementioned reasons reimburse the subscriber for the amount already paid for sponsorship.

Data Protection
For the purposes of this agreement, the terms personal data, controller, processor, data subject and supervisory authority shall have the meanings ascribed to them under the GDPR. IBA Privacy Policy https://www.ibnet.org/privacy-policy.aspx

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

Questions
Contact Andrew Webster-Dunn, Sponsorship Director, International Bar Association, at +44 (0)20 7842 0090 or e-mail at andrew.webster-dunn@ibnet.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.