Sponsorship opportunities

6th Asia Law Firm Management Roundtable
5–6 November 2024, Singapore
Available to all

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


<table>
<thead>
<tr>
<th>Benefits</th>
<th>Conference refreshment break sponsorship</th>
<th>Conference luncheon sponsorship</th>
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<tbody>
<tr>
<td>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.</td>
<td>£3,500</td>
<td>£3,500</td>
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<td>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.</td>
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<td>Sponsor logo to appear inside online and final programmes. (Logo to be supplied in EPS Vector format)</td>
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<td>Sponsor logo to appear on the conference holding slide in main session room</td>
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<td>Sponsor logo to appear on general conference signage</td>
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<tr>
<td>Sponsor logo on signage at conference refreshment breaks</td>
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<td>Sponsor logo on signage at conference luncheon</td>
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<tr>
<td>Sponsor logo and link on the conference website</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Sponsors acknowledged via IBA LinkedIn accounts</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.

If you have any questions regarding sponsorship of this conference, please email andrew.webster-dunn@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:

'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.

'sponsor' means an organisation that is named as one of the above listed sponsorship categories or any other category named by the IBA.

'IBA' means International Bar Association

'GDPR' means General Data Protection Regulation (Regulation (EU) 2016/679), as amended or replaced from time to time.

'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 the 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.

The sponsor should 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 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@int-bar.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 but you still owe you 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 automatical one from your supplier. 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 and 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 whatever. 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 requirements 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 had no such deductions or withholdings been required.

Contract acceptance
The acceptance of any booking shall be the absolute 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 bookings 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@int-bar.org seeking 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 host company by a delegate 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 another law firm. Sponsor delegate badges cannot be used by companies linked by companies listed as anything other than a sponsor. 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 that is assigned to someone else will be asked to leave immediately.Delegate badges must be always worn and visible and cannot be altered. 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 attendees are expected to abide by the following policy: (1) conference sponsors will not interfere with any other attendee’s involvement or participation 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, 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 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 association exhibitors. 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 or event is TWO, no exceptions. A pro-forma invoice 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 cannot be given an additional badge. Each exhibitor pass is valid for the duration of the conference. Exhibitor badges cannot be used by law firms or any described company. Exhibitor badges 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 are 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 exhibit arrangements must be made in writing to andrew.webster-dunn@int-bar.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-out area or coffee break. 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 advice as part of their day-to-day business cannot distribute promotional materials 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 fill 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

SPECIALIST CONFERENCE – EXHIBITION AND SPONSORSHIP TERMS & CONDITIONS 2024
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 therein, is permitted more than 8’ in height without prior permission granted by the IBA. Booths shall not present an objectionable side appearance when viewed from adjoining booths area. 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 of and 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 occurs to the property, the exhibitor is responsible for the repair. Entrance to the building shall be closed at all times, except during move-in, move-out and until all materials have been received at the point of delivery. Free samples and souvenirs may be given away at your designated booth or social event; is strictly forbidden. All unauthorised items will be removed and in no case will be returned to the exhibitor.

**Exhibition freight**

Exhibitors are responsible for the removal and disposal 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 that are not specifically labelled. Information on shipping can be obtained by contacting Andrew Webster-Dunn at andrew.webster-dunn@ibt-bar.org or +44 (0)20 7842 0090.

**Removal of exhibits**

No exhibitor shall commence dismantling or packing product before the end of the final conference break on the last day of the conference. It is the responsibility of each exhibitor to arrange with the conference venue for the storage of materials until; collected by courier or Shipping Company. The IBA will not act on behalf of an exhibitor for the collection of freight. All remaining after the conference closes or at a time specified; by an IBA representative, will be removed and destroyed by the conference venue staff, if arrangements have not been made for storage or collection. The IBA will not be held responsible for any items left behind.

**Sales, samples and souvenirs**

No goods are to be sold for delivery on the floor. Orders may be taken for future delivery. Free samples and souvenirs may be given away at your designated booth only. The placing of unauthorised promotional literature or gifts at an IBA conference or social event; is strictly forbidden. All unauthorised items will be removed and in no case will be returned to the exhibitor.

**Insurance**

All exhibitors MUST obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibit materials should be carefully shipped, through major carriers, or their representatives. All materials remaining after the conference shall be disposed of without notice. The IBA will not be held responsible for any damage to their exhibit, equipment and 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**

Exhibiting companies assume entire responsibility and hereby agree to protect, indemnify, defend and hold the IBA and its employees and agents harmless against all claims, losses and damages, including any and all matters and questions not specifically covered by the preceding terms and conditions, including any amendments that conference management may make from time to time. 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 further 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 and/or owners of the property where the conference is held.

**Social event sponsors**

Sponsorship of IBA social events are NOT permitted to erect 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 signages/banners logo placements**

The logo of a 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.

**Programme logo placements**

Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear inside the conference programme along the bottom of the conference page in the following category order Headline social event, Associate conference, Conference dinner, Conference reception, Conference luncheon, Conference refreshment breaks 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 cover of a specialist conference programme. These programmes will be listed in alphabetical order from left to right. All artworks will be used as supplied. Any amendments may incur additional charges.

**Programme – adverting 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 sponsor. Each logo shall have the right to the display, ads will appear in alphabetical order. All adverts within the conference final programme will be in black and white, adverts appearing in the online programme will be in colour.

**Website logo placements**

Logos attributed to organisations supporting and/or sponsoring a specialist conference will appear in the following categories under the IBA website. Headline conference, Headline social event, Associate conference, Conference dinner, Conference reception, Conference luncheon, Conference refreshment breaks, Conference breakfast, exhibitor and sponsors. Logos within a sponsorship category will be listed in alphabetical order, from top to bottom. All artworks will be used as supplied. Any amendments may incur additional charges.

**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 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 sales-related use. Hosting invitational cocktail parties, open houses, and similar exhibitor-sponsored events, should be checked with the IBA conference management so as to not conflict with any of the programmed events.

**Conference postponement or cancellations**

In the event of the IBA being unable to hold a conference for any of the programmed events. The IBA will not be liable for fulfilment of this contract as to the delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: damage caused by acts of God, public enemy, war, or civil insurrections, strikes, the authority of the law, or for any cause beyond IBA’s control. It will however, in the event of it not being able to hold a conference for any of the above-mentioned reasons reimburse the sponsor for the amount already paid for the sponsorship.

**Data Protection**

For the purposes of this agreement and party’s processing of personal data in connection with this agreement, the parties agree that each party acts as an independent data controller. Each party shall (i) only process personal data in compliance with and shall not cause itself or the other party to be in breach of, Data Protection Law, (ii) only process the other party’s personal data as reasonably necessary to perform its obligations and exercise its rights under this agreement; (iii) ensure that it has obtained all necessary rights, permissions and/or consents of or from the authorised local, state and federal governing bodies concerning fire, health and safety as well as the rules and regulations of the operators of and/or owners of the property where the conference is held.

**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 further assumes all responsibility for compliance with all laws, regulations and codes of conduct of authorised local, state and federal governing bodies concerning fire, health and safety as well as the rules and regulations of the operators of and/or owners of the property where the conference is held.

**Questions**

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