



INTERNATIONAL BAR ASSOCIATION

Proposal for a new Committee Conference

Before proceeding with any arrangements for a Committee Conference, the following questions must be completed by a Committee Officer or the proposed Conference Chair. The completed proposal should be sent to the IBA office for analysis by senior staff. It is therefore important that the questions are answered as fully as possible. Once staff are convinced of the viability of the proposal, preliminary arrangements will be made. It should be remembered that, where the subject allows, the IBA prefers to have an eight-month lead-time in preparing its Conferences.

The IBA aims to produce top quality international legal conferences priced competitively relative to the global legal conference market.

The requirements are:

- Top level conference content
- International networking opportunities
- Venue and facilities of a suitable standard
- Registration fee reflects the quality of the conference

The conference registration fee is arrived at by a calculation based on fixed IBA costs (staff, marketing etc.) and direct conference costs.

Committees can help to control the registration fee by looking at conference direct costs that can be influenced by the conference organising committee's decisions:

- Location – Some cities are less expensive with good quality venues available. The most expensive locations include New York, Washington DC, London, Scandinavia, Tokyo, Hong Kong and Sydney.
- Venue – Costs can be reduced – use 4* instead of a 5* hotel; using a purpose built conference venue may be less expensive; are break out rooms really needed; what AV is essential?
- Catering – Is a buffet lunch better for networking? What catering is necessary to avoid waste?
- Social functions/dinner costs not included in registration fees – a conference dinner with transport will cost c. \$150-200 per person and including this in the registration fee will increase it substantially. Organise the dinner as a ticketed event with a separate fee.

Sponsorship – Sponsorship revenue can reduce the registration fee if secured early enough.

- Committees should bear in mind a registration fee subsidised by sponsorship one year may rise sharply in a subsequent year if sponsorship is not repeated at the same level.
- Irrespective of the level of sponsorship achieved, a competitive market price for the conference will be maintained.

Conference length – What is optimum?

- Increased conference length means higher venue costs and registration fee.
- Delegates return on investment – a 2 day conference may require a 3 night stay; a 1.5 day conference requires a 2 night stay so lower cost overall.

Any conference surplus funds the work and outreach of the IBA, increasing the influence and reach of the organisation and its ability to help influence the development of international law. Committees are contributing directly and in a tangible way to the wider work of the IBA.

Specific funds are created from conference surpluses which are available to develop the work of IBA committees – IBA Special Project Fund, LPD Conference Quality Fund, and the PPID Activity Fund.

Indicative conference registration fees*					
	Conference Length				Notes
Location	1	1.5	2	Dinner cost	
London	£650 - 800	£750 - 900	£800 - 1350	£100 - 150	
Europe	€690 - 900	€800 - 1200	€950 - 1300	€100 - 150	Cities such as Paris, Milan, Florence and Scandinavian capitals are top end. Berlin and Barcelona are mid-range. CEE capitals are less expensive.
New York / Washington	\$900 - 1200	\$900 - 1500	\$1400 - 1900	\$150 - 220	Costs vary depending on venue i.e.. 4* vs. 5* or "prestige" venues.
Other US	\$800 - 1100	\$900 - 1400	\$1400 - 1900	\$100 - 150	
Asia	\$750 - 1200	\$900 - 1300	\$900 - 1400	\$120 - 220	Tokyo, Seoul and Hong Kong are top end and Singapore is a less expensive option.
Latin America	\$700 - 1200	\$700 - 1200	\$850 - 1300	\$60 - 150	

*NB. These figures are indicative and based on IBA conference registration fees in 2015 and 2016 and for illustrative purposes only.

Preferred venue (city) and month:	Proposed length of programme:
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SUBJECT MATTER Please provide as much detail as possible.

Proposed title of Conference

Proposed topic(s)

Please list your reasons for choosing this particular topic.

Preliminary ideas for format of Conference (eg, panel discussions, comparative studies, case study, debate, speed networking etc.)

Has the relevant IBA Regional Forum and committee been contacted regarding this event? If so what level of support is required?

Keynote speakers List any keynote speakers which the Committee intends to invite to the Conference

When considering keynote speakers for your conference please remember that additional funding is available through the LPD Conference Quality Fund should expenses or a speaker fee be required to secure your speaker. For the fund criteria and further details on how to apply, please contact the Divisions Director (ronnie.hayward@int-bar.org).

Other speakers

AUDIENCE

Will the subject have local and international appeal?

Who is your target audience?

Will the Conference appeal to professions other than the legal community (eg, academics, bankers, environmentalists). What other professionals will be interested in this conference?

Please list

How many people do you expect to attract?

MARKETING

To your knowledge, have other Conferences been held on this topic recently or are there any proposed which could compete with the proposed Conference? If a commercial conference on a similar topic is scheduled annually at a similar time please forward the programme.

Do you have the support of the national / local Bar? This can be particularly valuable in both adding prestige to the event, and in providing further marketing avenues.

The IBA market the Conference to existing membership and other channels already established through the work of the Committee. Please give details of any mailing lists to which you have access or which could be used on an exchange basis.

SOCIAL PROGRAMME Preliminary ideas for social programme. Please list if these will be sponsored.

The options are:	drinks reception	Sponsored:	yes	no
	conference dinner	Sponsored:	yes	no

Any alternative function will need separate funding.

Thank you for taking the time to complete the questionnaire. Once the Conference has been approved by senior staff, you will be sent a detailed timetable by the Conference Organiser.

Proposal completed by	on behalf of Committee	Date
(print name)		

Completed proposals should be sent to:

Julie Elliott, Conferences Director julie.elliott@int-bar.org

International Bar Association 4th Floor, 10 St Bride Street, London EC4A 4AD Tel: +44 (0)20 7842 0090 Fax: +44 (0)20 7842 0091.