

## Information

### Date

3 - 5 May 2023

### Venue

The Westin Boston Seaport District

425 Summer Street

Boston

MA 02210

USA

Tel: +1 617-532-4600

<https://www.marriott.com/en-us/hotels/bosow-the-westin-boston-seaport-district/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

### Language

All working sessions and Conference materials will be in English.

### How to register

Register online by **25 April** at **[www.ibanet.org/conference-details/CONF2321](http://www.ibanet.org/conference-details/CONF2321)** 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)**.

**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
  - 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:***

|                                | <b><i>on or before<br/>24 March</i></b> | <b><i>until 25 April</i></b> |
|--------------------------------|---|------------------------------|
| IBA member                     | \$1120                                  | \$1235                       |
| Non-member *                   | \$1290                                  | \$1400                       |
| Young lawyers (under 30 years) | \$840                                   | \$1400                       |
| Academics/judges (full-time)   | \$840                                   | \$1400                       |
| Public lawyers                 | \$840                                   | \$1400                       |
| Corporate counsel **           | \$1010                                  | \$1400                       |

After 25 April registrations must be received in hard copy at the IBA office.

### ***Hard copy registration forms and fees received:***

|                                | <b><i>on or before<br/>24 March</i></b> | <b><i>after 24 March</i></b> |
|--------------------------------|---|------------------------------|
| IBA member                     | \$1245                                  | \$1370                       |
| Non-member *                   | \$1430                                  | \$1555                       |
| Young lawyers (under 30 years) | \$935                                   | \$1555                       |
| Academics/judges (full-time)   | \$935                                   | \$1555                       |
| Public Lawyers                 | \$935                                   | \$1555                       |
| Corporate counsel **           | \$1120                                  | \$1555                       |

\* 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:

- 1) Password access to certain parts of the IBA website.
- 2) Receipt of *IBA E-news* and access to online versions of *IBA Global Insight*.
- 3) Pay the member rate for any subsequent Conference registrations for this calendar year.

\*\* A reduced rate is offered to IBA Corporate Group Members. Please register online 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 working materials, including any available speakers' papers submitted to the IBA from the IBA website ([www.ibanet.org](http://www.ibanet.org)) approximately seven days prior to the Conference
- \* Lunch on Thursday
- \* Tea and coffee during breaks
- \* Invitation to Welcome reception on Wednesday 3 May
- \* Invitation to Host Committee reception on Thursday 4 May

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

**List of participants**

In order for your name to appear in the list of participants, your registration form must be received by **25 April** 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.

**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.

### **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 with regard to 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).

### **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).

### **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.**

**US dollars:** 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 GB55NWBK60730101286498

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

**Online credit card payments:** by Visa, MasterCard or American Express. **No other cards are accepted.**

**PLEASE ENSURE THAT YOUR NAME AND '[CON2321BOSTON]' 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 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.

### **Cancellation of registration or social functions**

If cancellation is received in writing at the IBA office by **14 April** 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 **14 April** will not be eligible for any refund of fees. Please note that the IBA will however offer a full refund if you are required to cancel your registration due to Covid related reasons; we will require written confirmation of your cancellation by the end of business on the first day of the conference.

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.

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.**

### **Unauthorised accommodation agents**

It has been brought to our attention that there are multiple companies contacting past attendees, claiming to represent the IBA, offering 'assistance' with registration and hotel bookings.

They are operating by cold-calling and spamming companies whose names have appeared on previous List of Participants, Programmes and Sponsorship recognition. The **only** Accommodation Agent the IBA works with is Judy Lane ICS. Judy Lane ICS do not contact

delegates on behalf of the IBA without delegates making initial contact. Please ignore any communication that does not come directly from the IBA or Judy Lane ICS.

**Disabled access**

The venue is wheelchair accessible. Please notify us if you require special assistance.

**Social programme**

**Wednesday 3 May**

1900 – 2100 Welcome reception

*Hampshire House*

*84 Beacon St*

*Boston*

*MA 02108*

The reception is open to all registered delegates. One place per registered delegate is permitted.

No transport will be provided.