



# IBA Conference attendance terms and conditions

All conference delegates must provide full and accurate information regarding their identity and contact information. Failure to do so will result in their conference booking being cancelled.

Full payment must be received to obtain your Conference documentation.

Conference Bookings are not transferrable.

## Cancellation of booking or social functions

If cancellation is received by email to [confs@int-bar.org](mailto:confs@int-bar.org) 14 days prior to the first day of the Conference, fees will be refunded less a 25 per cent administration charge. Refunds will be made minus any monies owed to the IBA. Monies cannot be kept on IBA member accounts or transferred to future IBA conferences.

We regret that no refunds can be made after this time. Conference or social function bookings received after this time will not be eligible for any refund of fees. Should you have difficulties in obtaining your visa and are not able to attend the Conference this cancellation policy will still apply.

Bank transfer payments: Upon submission of your completed Conference booking form to the IBA you are considered 'booked' pending the receipt of your bank payment. Please note that the cancellation terms and conditions as indicated will apply as soon as your booking is received.

Provided you have cancelled your booking to attend an IBA Conference in accordance with the 'Terms and Conditions' 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 booking form and full payment of fees.**

Please apply for your visa in good time.

## Guests

Delegate / speaker conference bookings allow for individual entry and attendance to the conference. Delegates / speakers are not permitted to invite guests to attend any working sessions, workshops, or conference social functions.

Where guest bookings are available, the following applies:

- A guest must **not** be a member of the legal profession or seek to use the Conference as a business networking opportunity. Guests are not permitted access to working sessions, Conference refreshment breaks or Conference lunches. In this case the term legal profession includes, but is not limited to, Business Development professionals, junior associates, consultants, and assistants. Checks are performed to ensure members of the legal profession, or business associates are not booked as guests. If this is the case, booking will be refused unless the guest books as a full delegate for the Conference.
- Should a guest be seen attending working sessions, Conference refreshment breaks or lunches, an invoice for the full booking fee will be issued to the delegate for the guest's participation at the Conference.
- **Only guests who have paid the guest fee are eligible to participate in the social programme.**

## Badges

For security reasons, name badges must be always worn during the Conference and at social functions. Proof of identity is required to collect your badge and for replacement badges. Checks will be in place and staff will challenge delegates not wearing a valid conference badge and those believed to be sharing badges. Anyone found wearing a badge that they are not entitled to wear will have the badge confiscated and will be asked to leave the conference.

## Dietary requirements

The IBA endeavours to accommodate all special dietary requests confirmed to us before bookings close. Requests made after this time cannot be guaranteed.

## 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 about 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).

No participant, attending in any capacity, is authorised to record or film the conference working sessions, workshops or social function without the prior written permission of the Conferences Director.

## Delegate code of conduct

**By booking 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 symptoms of a communicable disease. Should you develop 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 and 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 a communicable disease 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 a communicable disease 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.

## 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).

## No deductions or withholdings

All fees payable to us by you in accordance with the terms contained in the 'Information' section of the Conference programme 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 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.

## IBA Harassment policy

IBA conferences provide unrivalled professional development and network-building opportunities for international legal practitioners and their professional associates. The IBA values the participation of every delegate and member of the IBA and wants all attendees to have an enjoyable and fulfilling experience. Accordingly, all Conference attendees are expected to show respect and courtesy to other attendees, IBA staff and those involved with hosting the events throughout the Conference and at all Conference events, receptions, and parties, whether officially organised by the IBA or others. All delegates, guests, attendees, speakers, exhibitors, staff and volunteers at any IBA event are required to conform to the IBA Harassment Policy.

See [www.ibanet.org/iba-harassment-policy](http://www.ibanet.org/iba-harassment-policy)

The organisers may at any time, with or without giving notice, in their absolute discretion and without giving any reason, cancel or postpone the Conference, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, neither the organisers nor any of their officers, employees, agents, members or representatives shall be liable for any loss, liability, damage or expense suffered or incurred by any person, nor will they return any money paid to them in connection with the Conference unless they are satisfied not only that the money in question remains under their control but also that the person who paid it has been unfairly prejudiced (as to which, decision shall be in their sole and unfettered discretion and, when announced, final and conclusive).

The IBA, its officers and staff accept no responsibility for any views expressed, presentations or materials produced by delegates or speakers at the Conference.