



Conference and Events Terms and Conditions

1 About these terms

We are the International Bar Association (“IBA”, “us” or “we”). For reference, we can be contacted at our main address: International Bar Association, Chancery House, 53-64 Chancery Lane, London WC2A 1QS, United Kingdom; or see Contact Us for further details.

These terms and conditions apply to all conferences and events, both virtual and “in-person”, operated by or on behalf of the IBA (“IBA Events”).

By booking to attend an IBA Event you agree to these terms and conditions, so please read them carefully before booking. We recommend you save a copy for future reference.

Further details about each IBA Event will be set out in programme for the relevant IBA Event (the “Event Programme”), a link to which will be available via the IBA website.

2 IBA Events

When you submit a booking for an IBA Event you are making an application to us to attend that IBA Event. You must provide full and accurate details of your identity and contact information. Failure to do so may result in your booking being cancelled. Our acceptance of your booking will take place when full payment is received and we issue a written confirmation of your booking. The IBA does not reserve delegate places at conferences. IBA reserves the right to refuse an application for attendance for any reason.

We will send an email confirmation of your booking to the email address you provide to us when we accept your booking. It is your responsibility to ensure that the email address you provide to us is valid.

All conference bookings are non-transferable and cannot be resold, transferred or passed on to another person, whether for commercial gain or otherwise.

Name badges can only be used by the booked attendee to access the event or social function; name badges cannot be shared or borrowed by any other person, whether registered for the event or otherwise.

Any breach of these terms will result in the booked attendee being required to leave the event / social function with immediate effect and the cancellation of their booking without reimbursement or refund of any previously paid fees.

For IBA Events held online, you must not share, sell or otherwise make available to any other person the link, password or other access details we may provide you to enable you to attend the online IBA Event.

Participants are responsible for making their own travel arrangements to attend IBA Events. It is recommended that you check any visa requirements with your local embassy or

consulate. In particular, participants should inform themselves of the entry requirements (i.e. visa requirements) of the event location and complete the necessary formalities in good time before the event begins. The IBA will not be liable if a visa application is denied, a visa is received too late to attend, or if a delegate is not able to travel to an IBA Event for any other reason.

We are unable to dispatch visa invitation letters to support your visa application prior to acceptance of your booking for an IBA Event. We recommend that delegates apply for visas as soon as they receive a visa letter.

The IBA endeavours to accommodate all special dietary requests confirmed to us before bookings close. Requests made after this time cannot be guaranteed and all dietary requests are subject to local availability (which is outside the IBA’s control). Certain sessions and social functions at an IBA Event may be photographed 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 if you do not wish to be featured in any of these materials, please contact the IBA Marketing Department at ibamarketing@int-bar.org.

IBA will be entitled to change the venue and make minor changes to the timing and content of any IBA Event. The IBA, its officers and staff accept no responsibility for any views expressed, presentations or materials produced by delegates or speakers at any IBA Event.

3 Conduct and security at IBA Events

In the interests of safety and comfort for all our guests, you acknowledge that admission to any IBA Event is subject to strict security arrangements and that we may conduct security checks prior to your entering the venue. You acknowledge that restrictions and additional terms may apply to IBA Events depending on the nature of the event and the venue. You agree that you will observe and comply with any such security arrangements, terms or restrictions. Failure to comply will result in entry being refused. No refund of fees or any other costs will be made in these circumstances.

We reserve the right to request that you leave an IBA Event if your conduct is unacceptable (in IBA’s reasonable opinion) or if you represent a security threat to the IBA Event. No refund of fees or any other costs will be made in these circumstances.

Badges

For security reasons, name badges are required to be worn visibly at all times during an IBA Event and at any IBA organised social function linked to that IBA Event. Proof of identity is required to collect your badge and for a replacement badge to be issued. Checks will be in place and staff will challenge delegates not wearing a valid conference badge. Anyone not wearing a badge must get a replacement badge from IBA staff

or will be required to leave the venue immediately. Anyone found wearing a badge that they are not entitled to wear will have the badge removed and will be required to leave the IBA Event.

Promotional literature

No individual or organisation may display or distribute publicity material or other printed matter during an IBA Event, 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.

Photography

The unauthorised use of photographic and recording equipment is prohibited at IBA Events. You are not permitted to make (or facilitate the making of) any video or audio recordings of any IBA Events, or use any photographs, clips or screenshots of any IBA Events for commercial purposes, unless expressly permitted by the IBA. Any materials which may be distributed by or on behalf of the IBA in connection with any IBA Events may not be reproduced without our written permission.

Harassment

IBA Events 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 IBA Event attendees are expected to show respect and courtesy to other attendees, IBA staff and those involved with hosting the events throughout the IBA Event and at all 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.

Illness

You will not attend an IBA Event if you are displaying symptoms of a communicable disease. Should you develop symptoms during your attendance, you will inform a member of IBA staff by email (confs@int-bar.org) and you agree not to attend any further sessions or related events and to comply with all local and national restrictions.

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.

4 Payment of booking fees

When booking an IBA Event, full payment of the booking fee is required at the time we accept your booking, unless otherwise specified in the Event Programme. Details of the fees applicable for the relevant IBA Event will be set out in the Event Programme and the web page via which you book the IBA Event.

VAT will be added to delegate fees as appropriate. Our prices

may change at any time but any price change will not affect bookings that we have confirmed with you. Booking fees for IBA Events can only be paid in the booking fee currency listed in the Event Programme.

Credit card payments: The IBA accepts these payment methods: American Express, Diners, Discover, JCB, Maestro, Mastercard, UnionPay, and Visa. Payments from local or affiliate services linked to these providers can also be made through the IBA website.

It is the responsibility of the cardholder to ensure that the card's security details are ready and to check that there is a sufficient balance on the card for the payment to complete.

All fees payable to us by you in relation to an IBA Event shall be paid free and clear of all deductions or withholdings whatsoever.

If any deductions or withholdings are required by law to such fees, 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.

5 IBA Event sell-outs

The IBA hosts IBA Events in venues of a suitable size for each event; however, there are times when an IBA Event may sell out and the IBA cannot guarantee places will be available. 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 booked delegate cancellations. The waiting list for an IBA Event will close once the waiting list has reached ten per cent of the venue capacity, as it is very unlikely a place will become available. IBA will not be liable for any expenses or costs incurred by you (including travel and accommodation costs) in relation to attendance at an IBA Event, including if you travel to an IBA Event without a confirmed place).

6 Cancellation of booking for an IBA Event

By you

Once your booking and payment for an IBA Event is complete we will not be able to refund you where you do not attend the IBA Event or if you cancel your IBA Event booking, save as set out below.

The Event Programme for each IBA Event will set out a deadline for cancellations (the "Cancellation Deadline") and any applicable administrative charges. If your cancellation is received in writing at the IBA office by the Cancellation Deadline, fees will be refunded less any applicable administration charge. Refunds will be made minus any monies owed to the IBA.

Conference bookings or social function bookings received after the Cancellation Deadline date will not be eligible for any refund of fees. Please note that no exception will be made to this policy. Should you have difficulties in obtaining your visa and are not able to attend the IBA Event this cancellation policy will still apply.

Please note that the cancellation terms and conditions as indicated will apply as soon as your booking and payment is received by the IBA.

Provided you have cancelled your booking to attend an IBA Event in accordance with these terms and conditions and any other policies set out in the relevant IBA Event Programme, you must then confirm to us in writing at the IBA office as soon as possible, but in no event later than 3 calendar months from the date of any such IBA Event, 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 3 calendar months after the date of the relevant IBA Event.

By us

We may at any time, with or without giving notice, in our absolute discretion and without giving any reason, cancel or postpone an IBA Event, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, we will not be liable for any loss, liability, damage or expense suffered or incurred by any person, nor will we return any money paid to us in connection with the IBA Event unless we are satisfied not only that the money in question remains under our 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 shall have no liability to you, for a refund or otherwise, where the IBA is forced to cancel or reschedule part or all of an IBA Event due to reasons beyond our reasonable control. However, refunds may be paid at IBA's discretion.

7 Guests

For certain IBA Events, as a delegate, you may be permitted to bring a guest to the IBA Event (a "Guest"). Your Guest cannot be a member of the legal profession (which includes any business development professional, junior associate, consultant, or assistant) nor seek to use the IBA Event as a business networking opportunity.

Guests are not permitted access to working sessions, refreshment breaks or lunches at IBA Events. Checks are performed to ensure members of the legal profession, or business associates are not booked as Guests. If a Guest is found to be a member of the legal profession, the booking will be refused unless the Guest books as a full delegate for the IBA Event. Should a Guest be seen attending working sessions, IBA Event refreshment breaks or lunches, an invoice for the full booking fee will be issued to the delegate for the Guest's participation at the IBA Event.

Only paid Guests (i.e. those paying the guest fee) are eligible to participate in the social programme; and the number of Guests per IBA Event is limited. Guest places are not available at all IBA events and not every social event is available to Guests; please see the relevant Event Programme for further information on eligibility

Should you require further information please contact the Conference Department on confs@int-bar.org.

8 Liability

Nothing in these terms and conditions excludes or limits the IBA's liability for personal injury or death due to its negligence, or for fraud or fraudulent misrepresentation. You may have

certain rights under the law, for example that we will provide the IBA Event with reasonable care and skill. Nothing in these terms will affect these rights.

Except as stated above, we will not be liable for: (i) losses not caused by our breach of these terms and conditions; (ii) indirect losses (which means loss of a type which you and we could not have reasonably anticipated arising at the time of entering into these terms and conditions); (iii) failure to meet any of our obligations where such failure is due to events beyond our control; (iv) any third party platforms on or via which online IBA Events are accessed, facilitated or hosted (your access to and use of any such platforms is at your own risk and may be subject to the third party's own terms and conditions); (v) any loss of enjoyment or wasted expenditure; or (vi) any increase in any loss or damage which results from breach by you of any of these terms and conditions or your negligence.

Except as stated above in this section 8, our total liability to you is limited to an amount equal to the fees we have actually received from you for the relevant IBA Event.

Personal arrangements including travel, accommodation or hospitality relating to an IBA Event which have been arranged by you are at your own risk.

You are solely responsible for your transport to and from the IBA Event, your accommodation and all other costs not specifically included in the price of the IBA Event booking fee.

Please ensure you take care of your personal possessions as the IBA cannot accept any liability for them unless loss or damage is caused by our negligence.

9 Data Protection

For full details on the personal data we collect in relation to IBA Events and how we use it, please visit our privacy policy at www.ibanet.org/privacy-policy.

10 General

These terms and conditions are a contract between you and us. No other person shall have any right to enforce any of the terms.

Each of the paragraphs of these terms and conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

We may revise our terms and conditions from time to time, for example to reflect changes in relevant laws or regulatory requirements or improvements we make to the IBA Events and related services. However, any change to the terms and conditions will not apply to bookings for IBA Events which you have already made.

This agreement between us shall be governed by and construed in accordance with English law and the parties agree that the English courts shall have exclusive jurisdiction in relation to any claim (whether contractual or non-contractual) arising in connection with this agreement.