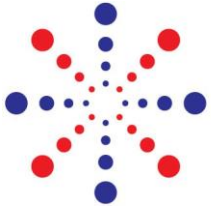


London International Disputes Week

LIDW24 Member Hosted Events Guidance Document





London International Disputes Week

Introduction

This document sets out the guidelines for the curation of a Member Hosted Event (MHE) at London International Disputes Week 2024 (LIDW24).

LIDW aims to be a global, forward-thinking forum that:

- explores and contributes to the development of international dispute resolution;
- celebrates London as a leading centre for the handling of international disputes; and
- demonstrates London and the legal community's commitment to diversity, inclusion, and the Rule of Law.

This year the theme for LIDW is “Uniting for Global Challenge and Opportunity.”

When planning your MHE, please keep in mind that LIDW aims to achieve its goals by bringing together the international dispute resolution community to debate and explore key issues and topics, and to help drive awareness and best practice globally. To avoid potentially alienating some delegates attending LIDW events from outside the UK, we recommend the “soft” promotion of English law/jurisdiction/arbitration, where relevant. The events should also ideally seek to reflect the theme.

These guidelines have been designed to assist in the planning of your events. Please read this document and consider the guidelines and instructions before sending across your event proposal. At the discretion of the LIDW24 MHE Committee, changes may be made to these guidelines without notice.

Please contact memberevents@lidw.co.uk with any MHE queries and lidw@tmb-events.com with any general LIDW queries.



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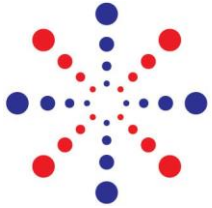


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Guidance for holding a MHE at LIDW24

Proposing a MHE

- Members are required to collaborate with each other to plan and deliver events during LIDW. Fully-formed MHE plans should be sent to LIDW for approval via the MHE proposal form, which should be completed in full, by **2 February 2024** in order for the event to be included in the Early Bird programme.
- A minimum of two LIDW members must join together to host an event. Supporters of LIDW can also host an event but must collaborate with at least one full member. Details of member firms can be found [here](#).
- Event proposals can be submitted after 2 February 2024, but we request that members review the current schedule to check for clashes with events on similar topics and make every effort to avoid direct crossover.
- If an event is proposed to run at the same time as another event on a similar topic, we will try our best to alert members of the clash.
- Once a complete proposal has been received by LIDW, we will confirm the event meets requirement and will approve the event with the nominated contact. The event will be added to the schedule as pending until payment is received, at which time the event will show as confirmed.



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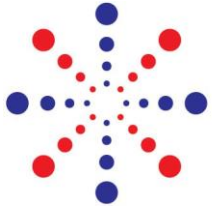


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Event date and time

- MHEs will take place on Wednesday 5, Thursday 6 and Friday 7 June 2024. MHE should not be proposed to take place on any other day during LIDW.
- Events must take place during the following timeslots. These have been designed to allow time for networking and/or travel between events. The required timeslot should be specified on your event proposal form.
 - 9am – 10.30am
 - 11am – 12.30pm
 - 2pm – 3.30pm
 - 4pm – 5.30pm
- Events can be booked to take place over two or more timeslots with the £1000 fee applying to each time-slot spanned (e.g., 9am-12pm = 2 x time-slots = £2000 fee). Please note that any fee reduction to an event involving a sponsor will apply to one timeslot only. See more about event fees and sponsors below.



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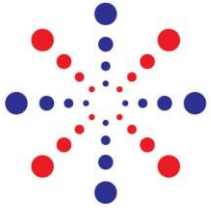


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Event fees

- The cost of hosting a MHE at LIDW24 is £1,000 per single timeslot. There may be limited fee waivers for not-for-profit organisations who wish to organise an event but if the event involves a commercial organisation a fee is likely to be required as it can be sponsored by the commercial organisation.
- LIDW will issue one single invoice per event to be paid in full by the nominated member contact. We cannot accept part-payment from various hosts. If it has been agreed between hosts that they will share the cost, the nominated contact must pay the invoice in full and reclaim payment from others separately.
- Events will not be confirmed in the LIDW24 schedule until payment has been received.
- There is no fee for delegates to attend MHEs and delegates can book onto MHEs for free via the LIDW24 website.



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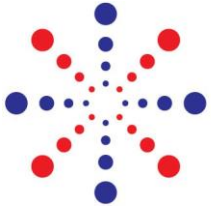


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Requirements relating to sponsors and MHEs

- Sponsors wanting to hold a MHE must collaborate with at least one additional LIDW member to do so. Please note that there may be some circumstances where this rule does not apply to a Platinum sponsor; LIDW will advise if this is the case.
- Members are required to accommodate suitable sponsors at their event at the request of the LIDW Organising Committee.
- An event which accommodates a sponsor will not be charged the £1,000 fee. This is subject to:
 - a Platinum sponsor speaking at a maximum of 3 events,
 - a Gold sponsor a maximum of 2 events, and
 - a Silver sponsor a maximum of 1 event.
 - Any additional MHEs involving that sponsor would be charged in full.

Hosting an event

- Members proposing an event should agree the venue for hosting between them and will need to provide details of this on the proposal form. Events should be delivered as hybrid where possible.
- Please provide information regarding maximum capacities on your event form.



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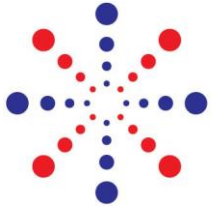


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Event theme and title

- The event proposal form provides members with a list of pre-set themes to select from when proposing your event. We ask that all members identify one primary theme to apply to each event. For events that sit outside of these themes, please provide details of your proposed theme in the comments section when completing the form.
- To make it easier to identify events with on very similar topics, we ask that you provide a title for your event as well as the broad topic theme when submitting your form.

Identifying opportunities for collaboration

- If you are not able to work with another member to design an event, members can log their interest in collaborating on an event on a specific theme by completing the **Opportunities for Collaboration** form by **8 December 2023**. This will place members on a database which will be open for review by other members.
- Members will be able to review details of others looking for collaboration via a live database and will be asked to contact each other directly using the information on the database to progress collaboration discussions.
- Once members have identified others to collaborate with and shaped their event, they should submit a MHE Proposal form to LIDW.



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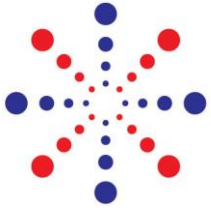


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ESG Principles

- LIDW is committed to working with our members and sponsors to ensure that our events do not create an unnecessary burden on the climate. We have produced [this checklist](#) to assist you run a climate friendly session.
- LIDW is also committed to racial, gender, age, religious, neuro, socio-economic and disability-related diversity and inclusion in international dispute resolution. To that end, we are working with our members and sponsors to help ensure that our events reflect this. Our checklist will also help you host a diverse and inclusive event.



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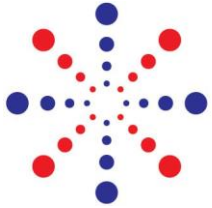


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Accessing MHE Forms

Link to MHE Proposal Form [here](#)



Link to Opportunities for Collaboration Form [here](#)



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