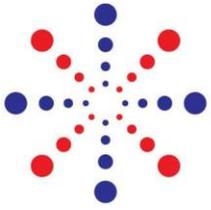


London International Disputes Week

LIDW26 Member-Hosted Events Guidance Document





London International Disputes Week

Introduction

This document contains the guidelines to enable you to curate a successful Member-Hosted Event (MHE) at London International Disputes Week (LIDW26). Since its inception in 2019, London International Disputes Week (LIDW) has become the largest global gathering of those involved in the resolution of international disputes.

LIDW is a global, forward-thinking forum that:

- explores and contributes to the development of international dispute resolution;
- brings together the dispute resolution community whether based in London or anywhere in the world to debate and explore the key issues and topics, and to help drive awareness and best practices globally; and
- demonstrates London and the legal community's commitment to diversity, inclusion, and the Rule of Law.

This year the theme for LIDW is “Tradition, trust and transformation in international dispute resolution”. At the heart of LIDW is a collaborative, inclusive ethos which brings together all stakeholders in the resolution of international disputes, whatever the sector or form of dispute resolution.

One of LIDW's greatest attractions is the diverse range of MHEs that take place, with LIDW's members, supporters, friends and sponsors welcoming almost 25,000 registrations from visitors and domestic attendees in 2025.

These guidelines have been designed to assist in the planning of MHEs. Please read this document and consider the guidelines and instructions before submitting your event proposal. At the discretion of the LIDW26 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. Please also see our list of FAQs which follows at the end of this document.

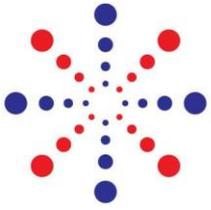


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MHEs - dates and times

- MHEs will take place on **Wednesday 3, Thursday 4 and Friday 5 June 2026**. MHEs should not take place on any other day during LIDW.
- MHEs must take place during the following timeslots. These have been designed to allow time for networking and/or travel between events. Your preferred timeslot should be specified on your MHE Proposal Form. We have adjusted these slightly from last year to allow more time for delegates to travel between events.
 - 09.00 – 10.30
 - 11.30 – 13.00
 - 14.00 – 15.30
 - 16.30 – 18.00
 - 19.00 – 20.30 (Thursday 4 and Friday 5 June only)
- When publicising an event, organisers should make clear a) what time registration starts; b) what time the event itself starts; and c) whether there is networking time at the beginning or end of the event. If there is another time slot following your event, please ensure that you conclude your event promptly so that delegates have sufficient time to get to another event.
- The fee payable applies to each timeslot covered (see page 6 below). Members can book events to take place over two or more timeslots if they are prepared to pay an increased fee for doing so.

Pre-requisites for a MHE

For an event to be included within the LIDW26 website and promoted as part of LIDW26 it must meet the following criteria:

- Proposals must be submitted by a minimum of:
 - Two LIDW members; or
 - One LIDW member and a LIDW friend or supporter; or
 - One LIDW member and a sponsor.

Details of members and friends can be found [here](#). Find out how to become a LIDW member or friend or supporter [here](#).

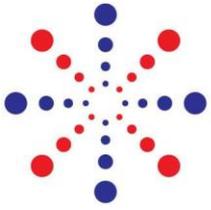


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- When planning a MHE, Members are strongly encouraged to:
 - Collaborate with more than the minimum number of other members, supporters or friends. Where possible, look to include views from overseas law firms in your panel.
 - Limit the number of events each Member organises and coordinate with your BD and Marketing teams to make sure that you are joined up within your organisation.
 - Carefully curate topics to avoid overlap with other events and maintain a balance between substantive and procedural subject matter.

For an event to be considered by the LIDW MHE Committee, each proposing member must have paid their LIDW membership invoice in full by no later than **Monday 2 February 2026** (the “**Membership Deadline**”). The LIDW MHE Committee will not be able to approve events if membership invoices are not paid in full by the Membership Deadline.

- Event proposals must be submitted to the LIDW MHE Committee for approval using the [MHE Proposal Form](#). All sections of the MHE Proposal Form must be filled in fully. Event proposals must be submitted by no later than **9am (GMT) on Monday 9 March 2026**. This is a final deadline – event proposals submitted after this deadline will not be considered, unless in exceptional circumstances at the discretion of the co-chairs of the LIDW MHE Committee. This is to ensure fairness to all members and allow the volunteers on the LIDW MHE Committee time to properly consider each event submitted.
- Members are positively encouraged to submit event proposals early and before the deadline. The LIDW26 website is expected to go live in February 2026, and events will be uploaded to it as soon as they are approved (see below).

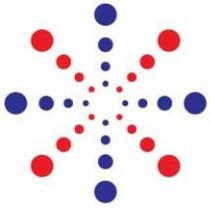


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Submitting a MHE proposal

The information below is designed to help you complete the MHE proposal form:

- **Hosting an event:**
 - Members proposing an event should agree the venue for hosting between them and provide details on the MHE Proposal Form.
 - Events should be delivered as hybrid where possible.
 - Please provide information regarding maximum capacities on your event form so this can be built into the LIDW website.

- **Event theme and title**
 - The MHE Proposal Form provides members with a list of pre-set options to select from when proposing an event, relating to the areas covered in the event. This includes:

Dispute type		Region
<ul style="list-style-type: none"> • Alternative Dispute Resolution methods • Arbitration • Litigation • Group Litigation • Mediation • Investigations • Other • N/A 		<ul style="list-style-type: none"> • Africa • Americas • Asia • Europe • Middle East • Oceania • Offshore • Multiple areas or global • N/A
Theme		Sector
<ul style="list-style-type: none"> • Arbitration-related Litigation • Antitrust & Competition • Artificial Intelligence • Business & Finance • Commercial Arbitration • Corporate & Commercial Disputes • Costs (inc. funding arrangements) • Cross-border Disputes • Damages • Data & Cyber • Defamation, Privacy & Reputation • Employment • Environment • ESG • Experts & Expert Evidence • Fraud & Asset Recovery • Human Rights • Innovation • Intellectual Property • Investor State Disputes • Jurisdiction & Global Issues 	<ul style="list-style-type: none"> • Personal Injury • Private Client Disputes (inc. Trusts etc.) • Procurement • Product Liability • Professional Disciplinary & Negligence • Public International Law • Regulatory & Public Sector • Restructuring & Insolvency • Sanctions • Tax • Trade & Government Affairs • White Collar Crime • N/A (e.g. a multi-practice area theme or practical topic such as wellbeing) 	<ul style="list-style-type: none"> • Art & Cultural Property • Aviation & Travel • Aerospace • Banking & Financial Services • Construction, Engineering & Infrastructure • Consumer • Digital Assets including Crypto Currency • Energy & Renewables • Healthcare & Life Sciences • Insurance & Reinsurance • Maritime & Shipping • Media & Entertainment • Mining • Real Estate • Sports • Technology • Trade & Commodities • N/A or sector agnostic



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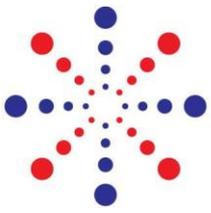


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- When completing the MHE Proposal Form please identify one primary theme for your event and a secondary theme if applicable – this will allow attendees to filter events on the LIDW26 website more efficiently. Members will also be able to select a region of focus for the event. The LIDW26 website will have improved filtering functionality, which we hope will make it easier for delegates to select events and plan their travel between events.
- MHEs should ideally reflect the theme of LIDW26 (Tradition, trust and transformation in international dispute resolution).

- **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 environment.
- 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.
- A checklist to help you plan an ESG friendly event is [here](#). Please ensure that you have read it and taken account of it before submitting your MHE Proposal Form.

Event fees

- The cost of hosting a MHE at LIDW26 is £1,000 plus VAT (the “**MHE Fee**”) per single timeslot.
- The MHE Committee will consider applications for fee waiver for not-for-profit organisations who wish to organise an event. If one of the co-hosts is a commercial organisation this is unlikely to be applicable.
- Once an MHE proposal has been approved by the MHE Committee, LIDW will issue a single invoice for the MHE Fee per event. This invoice is payable in full by the nominated member contact. LIDW cannot accept part-payment from co-hosts; if they have agreed to share the cost, the nominated contact must pay the invoice in full and reclaim payment from others separately.
- An event which accommodates a sponsor may not be charged the MHE Fee, subject to the conditions on page 7.
- If an event spans more than one timeslot, the MHE Fee will apply to each timeslot or partial timeslot covered. For example, an event taking place from 09.00 to 12.00 spans two timeslots and an invoice will be issued for £2,000 plus VAT (i.e. for two MHE Fees). Please note that any

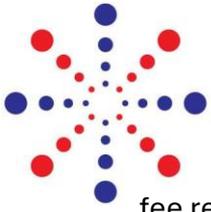


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fee reduction to an event involving a sponsor will apply to one timeslot only. See more about event fees and sponsors on page 7.

- Events will not be confirmed in the LIDW26 schedule or put on the website for booking until payment has been received.
- There is no fee for delegates to attend MHEs and delegates can book onto MHEs for free via the LIDW26 website.

Review of MHE proposals

- The MHE Committee will review MHE Proposal Forms as they are received with a view to:
 - Ensuring that the relevant members have met all the prerequisite criteria to host a MHE.
 - Checking that the MHE Proposal Forms contain all necessary information.
 - Considering proposed MHEs against the ESG checklist referred to at page 6 above.
 - Identifying potential clashes between events where proposed MHEs relate to the same subject and are in the same timeslot. In the event of a clash, we will put the affected members in touch with one another to discuss how they wish to proceed. A running list of approved events will also be saved in the members' area of the LIDW SharePoint site so members can see for themselves which slots are busy and what the topics of sessions are.
 - Identifying busy time slots. Where a particular timeslot is already very busy, we will notify members so that they can consider how to proceed.
- Once the MHE Committee has approved an event the nominated contact person will receive an invoice from LIDW. As soon as payment has been received the event will be added to the LIDW26 website and delegates will be able to register for it. It is in members' interests to submit MHE proposals as early as possible so that their MHEs appear on the LIDW26 website when it goes live.
- Members are asked to keep the MHE Committee updated in good time in relation to any changes to events so that the schedule can be kept as up to date as possible.

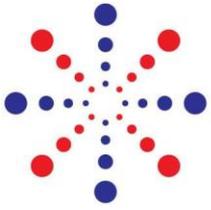


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Top tips for hosting an MHE

By its nature, LIDW is a busy week with a lot going on. For LIDW2025 there were 24,801 registrations for 253 MHEs. Some ideas for making your event stand out and promoting it are as follows:

- Ensure that your topic is of general interest to an international audience and has an eye-catching title or hook.
- Start organising your event early – the more time you have to promote it the more successful it is likely to be.
- Don't solely rely on the LIDW website to promote your event – work closely with your co-hosts to agree a marketing plan for your MHE event.

Sponsors and MHEs

- Sponsors wanting to hold a MHE must collaborate with at least one LIDW member. 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 speaking at a maximum of 2 events
 - a Silver sponsor speaking at a maximum of 1 event.

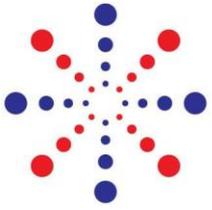


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MHE Forms

Link to MHE Proposal Form [here](#).

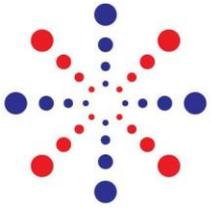


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FAQs

Organising a member-hosted event

Q: What dates am I allowed to host a MHE?

A: MHEs can take place on Wednesday 3, Thursday 4 or Friday 5 June 2026.

Q: My firm is a member of LIDW – can I organise/host an event on my own?

Each member-hosted event must include a minimum of **two** LIDW members, or one LIDW member and an LIDW friend, sponsor or supporter. You can find a list of existing members [here](#).

Q: My firm is not a member of LIDW – can we organise an event during LIDW26?

Your firm can apply to become a member of LIDW [here](#) but you should do so in good time – if you have not submitted your application and paid your membership invoice by the Membership Deadline you will not be able to host an event as a member. Once membership is confirmed you can then submit a proposal with another member, friend, sponsor, or supporter of LIDW. Alternatively, as a non-member you can participate in a MHE if at least two members of LIDW (or one member and one friend, sponsor, or supporter) are also involved.

Q: My organisation is a Supporter or Friend of LIDW – can we organise an event?

Supporters and Friends of LIDW may host an event but must collaborate with at least one full member.

Q: How do I submit an event proposal?

You should complete the [online proposal form](#) by 9am (GMT) on 9 March 2026. Any event proposed after this date will not be considered, unless in exceptional circumstances. This is to ensure fairness across all members.

Q: Are there fixed timeslots for events?

For 2026, we have fixed 1.5-hour timeslots as follows:

- 9am – 10.30am
- 11.30am – 1pm
- 2pm – 3.30pm
- 4.30pm – 6pm
- 7pm – 8.30pm (Thursday 4 and Friday 5 June only)

Q: Why are timeslots fixed?

Following delegate and host feedback it was decided that MHEs should have set timeslots to allow networking before or after events and/or travel time between events. Please ensure that your event description is clear on start time and whether there is networking time before or after the event. Where

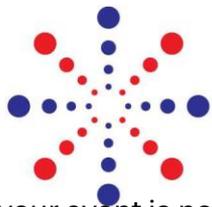


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your event is not at the end of the day, please also ensure that your event concludes promptly to allow delegates to travel to another event afterwards.

Q: Can I book two timeslots for a longer event?

Yes, if you would like your event to be longer than 90 minutes you may book two timeslots. The MHE Fee will be applicable for each session (e.g. a three-hour event will be chargeable at £2,000 plus VAT).

Q: Can I host an event on Monday 1 or Tuesday 2 June?

No because such an event would clash with LIDW's International Arbitration Day on Monday 1 June or the main conference on Tuesday 2 June.

Q: How do I know my event proposal has been successful?

Your proposal will be checked by LIDW to confirm that it meets necessary requirements. It will then be passed to a member of the MHE Committee who will liaise with you about your specific proposal.

Q: When will my event show on the website?

Once your event has been checked by LIDW, it will be uploaded to the schedule as pending. The event will be confirmed and attendees able to register once payment has been received.

Q: Why is my event showing as pending on the event site?

Your event will show as pending until full payment has been received. Once payment is confirmed the event will become live and delegates will be able to register.

Q: How do I update the details for my event?

Once your event has been confirmed your nominated contact(s) will be sent unique log-in details, which will enable them to update the event description, capacity and speaker details as well as check the number of registrations for your event. They will also be able to download the attendee list for the event.

Q: Is it possible to have a waitlist for my event?

New for 2026 and following feedback from delegates and hosts, we have added waitlist functionality to the event site. If your event has reached capacity delegates can choose to be added to a waiting list. If you increase capacity or there are cancellations for your event, you can add delegates from the waitlist. Delegates will be given 24 hours to confirm their registration.

Q: I would like to approve registrations for my event – is this possible?

We have introduced the option for delegate registrations to be approved before being confirmed for 2026. Delegates will register in the same way as usual but will receive a message that their registration is subject to approval. Hosts **must** approve/ decline registrations within one working day to enable delegates to register for other events, failing which delegates will automatically be approved for registration. We understand that particularly for smaller events this option may be attractive, however as LIDW is an inclusive collaborative event we would request hosts to use this option sparingly.

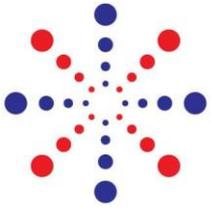


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General questions

Q: Does the event have to be hybrid?

If possible, events should be delivered as hybrid to maximise your audience. However, events can be in-person or virtual only.

Q: How do delegates register?

Delegates register for all MHEs on the LIDW26 site. All MHEs are free to attend.

Q: Is it free for delegates to attend MHEs or can I charge them?

There is no fee for delegates to attend MHEs. Delegates can book onto MHEs for free via the LIDW26 website.

Q: Do delegates have to register via LIDW26 or can they register via our firm's registration platform?

Delegate must register/book for MHEs via the LIDW26 site as this allows them to have one registration account for the whole week and plan accordingly. The LIDW registration system does not allow delegates to register for multiple events taking place at the same time meaning that hosts of MHEs should have more accurate information on expected delegate numbers.

Q: How do I know if another event clashes with my event?

The LIDW26 website will provide a schedule of all confirmed MHEs and the Members area on the LIDW SharePoint site will contain a schedule showing the same information. In addition, if the MHE Committee spots a potential clash between two events (in that the events are on the same subject and are due to take place at a similar time) when reviewing the MHE Proposal Form, they will endeavour to alert members of the clash. We would then ask that members engage in a practical discussion around how to mitigate the potential duplication and keep the MHE Committee updated on the outcome of those discussions.

Q: How do I know my event has been approved?

Once your event has been approved, we will send an email to your nominated contact(s) confirming details of your event and requesting all host logos for uploading. You will also be sent an invoice which can be paid by bank transfer or card (secure online payment link).

We will upload your event for you and, once payment has been received, send your nominated contact(s) log-in details so that they can update information if necessary.

Q: Will LIDW promote my MHE?

We will promote LIDW26 in its entirety including on social media. Members are responsible for marketing their own MHEs. We would suggest members invite target delegates (as they would for any

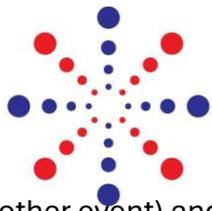


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other event) and promote the event in the usual way. Events marketed in this way attract a higher attendance rate.

Q: Who sends the joining instructions (hybrid and in-person) to attendees?

The **host firms** are responsible for sending out joining instructions to their delegates prior to the event. For in-person delegates these should include any security/access information required and for virtual attendees, the link should be provided together with any passcodes to access the event online.

Q: Will there be any briefing calls for hosts?

We are planning to organise two briefing calls for hosts – one in March to go through the back-office functionality and one in late April/ early May with reminders of hosts' responsibilities in the run-up to LIDW.

Q: Who should I contact if I have questions about making amends to my event?

Please email either memberevents@lidw.co.uk or lidw@tmb-events.com if you have any questions regarding the set up or issues making updates to your event.

Fees and payment

Q: How much does it cost to host an event?

The MHE Fee is £1,000 plus VAT per single time-slot.

Q: I am a Friend/supporter of LIDW - do I have to pay the MHE Fee to host an event?

Yes, the MHE Fee is still payable.

Q: Is it possible to split the MHE Fee?

LIDW will issue **one** single invoice per event to be paid by the nominated member contact. We cannot issue multiple invoices per event and 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 other hosts separately.

Q: How do I pay the MHE Fee for my event?

Once your event has been confirmed, you will be sent a VAT invoice for the MHE Fee which can either be paid by bank transfer or credit/debit card.



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