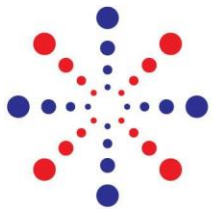




London International Disputes Week

LIDW25 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 (LIDW25). 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 aims to be a global, forward-thinking forum that:

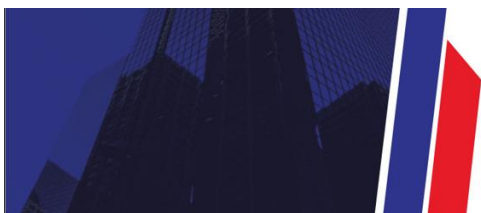
- explores and contributes to the development of international dispute resolution;
- brings together the dispute resolution community whether based in London or anywhere in the world to debate and explore the key issues and topics, and to help drive awareness and best practices globally; and
- demonstrates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

This year the theme for LIDW is **“Innovation in Dispute Resolution: Navigating Global Risks”**.

When planning your MHE, please keep in mind that at the heart of LIDW is a collaborative ethos which brings together all stakeholders in the resolution of international disputes, whatever the sector or form of dispute resolution, such as arbitration, litigation and mediation. 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 LIDW25 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 from page 10.



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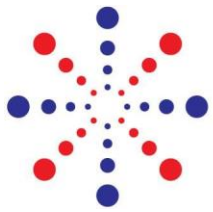


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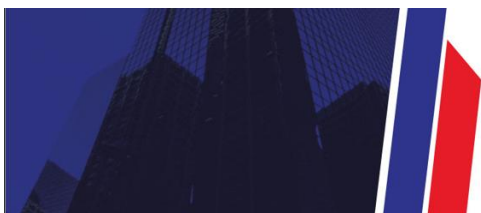
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Proposing a MHE

- A minimum of two LIDW members must join together to put on a MHE.
- If you do not have a fellow member in mind with which to collaborate, you can complete an Opportunities for Collaboration form. Please see page 8 for details.
- Event proposals to be sent to the LIDW MHE Committee for approval via the MHE Proposal Form, by **7 February 2025** in order to be included in the Early Bird programme (meaning the MHE is guaranteed to be visible on the LIDW25 site when it goes live and, if the invoice has been paid, it will be open for registration).
- 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](#). Find out how to become a LIDW member [here](#).
- 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), we will try our best 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.
- Event proposals can be submitted after 7 February 2025, 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.
- We will endeavour to alert members if their desired time slot is becoming over-subscribed, but we would also encourage members to check the schedule of events on the LIDW25 website.
- The final deadline for all event proposals is **7 March 2025**. Any event proposed after this date will not be considered, unless in exceptional circumstances. This is to ensure fairness across all members.
- Once a complete proposal has been received by LIDW, we will confirm if the event meets necessary requirements, and the MHE Committee will review the proposal and liaise with the nominated contact. Once payment is received and the event proposal has been approved, the event will be added to the schedule (it will show as 'pending' prior to payment being received and delegates will not be able to register).



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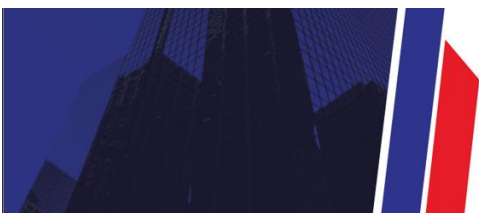
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Event date and time

- MHEs will take place on **Wednesday 4, Thursday 5 and Friday 6 June 2025**. MHEs 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 MHE Proposal Form.
 - 9am – 10.30am
 - 11am – 12.30pm
 - 2pm – 3.30pm
 - 4pm – 5.30pm
 - 6pm – 7.30pm (Thursday 5 and Friday 6 June only)
- Events can be booked to take place over two or more timeslots but the applicable fee applies to each time-slot covered (see page 5 below).



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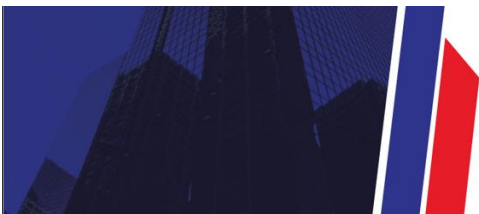
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Event fees

- The cost of hosting a MHE at LIDW25 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.
- An event which accommodates a sponsor may not be charged the £1,000 fee, subject to the conditions on page 6.
- 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 LIDW25 schedule until payment has been received.
- If an event spans more than one timeslot, the £1,000 fee will apply to each timeslot. For example, an event taking place from 9am to 12noon spans two timeslots and will therefore be charged at £2,000. 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 on page 6.
- There is no fee for delegates to attend MHEs and delegates can book onto MHEs for free via the LIDW25 website.



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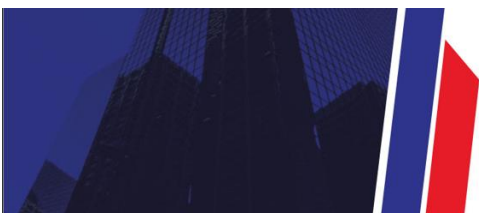
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Sponsors and MHEs

- 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 speaking at a maximum of 2 events
 - a Silver sponsor speaking at a maximum of 1 event.
- Any additional MHEs involving that sponsor would be charged in full.



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Hosting a MHE

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

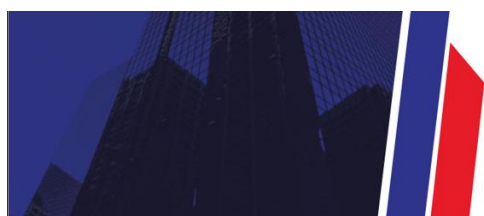
Event theme and title

- 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 • N/A or a mix of the above 		<ul style="list-style-type: none"> • Africa • Americas • Asia • Europe • Oceania • Offshore • N/A or multiple areas/global
Theme		Sector
<ul style="list-style-type: none"> • Artificial Intelligence • Competition • Corporate & Commercial Disputes • Costs (inc. funding arrangements) • Data & Cyber • Defamation, Privacy & Reputation • Employment • ESG • Fraud & Asset Recovery • Human Rights • 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 • 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 • Banking & Financial Services • Construction • Consumer • Cryptoassets • Energy & Renewables • Healthcare & Life Sciences • Insurance • Media & Entertainment • Mining • Real Estate • Shipping • Sports • Technology • Trade & Commodities • N/A or sector agnostic

This is to ensure that users can filter by the relevant categories when searching the event schedule. It will be possible to select more than one category for your event.

- We ask that all members identify one primary theme to apply to each event and a secondary theme if applicable – this will allow attendees to filter events on the LIDW25 website more efficiently.



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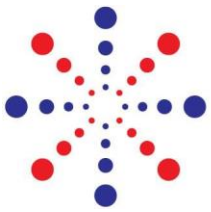


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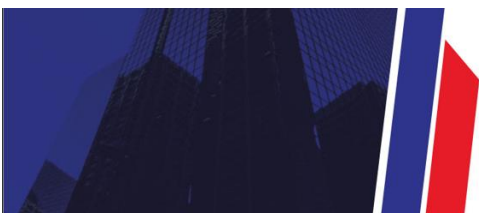
- Similarly, members will also have the ability to select a region of focus for the event, if applicable.
- In addition to the event title, which is requested in the MHE Proposal Form, we ask this year that members provide a one-line, high-level summary of the event topic. This will be visible on the front page of the schedule on the LIDW25 website and will allow potential delegates to understand the subject matter at a glance; this may maximise attendance rates and will make the user experience easier for delegates.

Identifying opportunities for collaboration

- If you do not have another member lined up to join forces on an event, you can log your interest in collaborating on an event on a specific theme by completing the Opportunities for Collaboration form by **8 January 2025**. 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 this 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.

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 our checklist to assist you in running 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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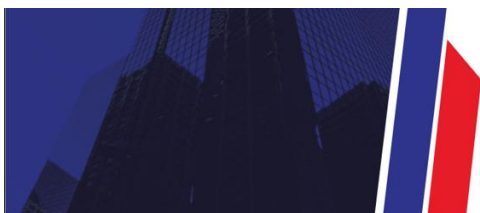
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MHE Forms

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



Link to Opportunities for Collaboration 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 4, Thursday 5 or Friday 6 June 2025.

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. You can find a list of existing members [here](#).

Q: My firm is not a member of LIDW – can we organise an event during LIDW24?

Your firm can apply to become a member of LIDW [here](#). You can then submit a proposal with at least one other member of LIDW. Alternatively, as a non-member you can participate in a MHE if at least two members of LIDW are also involved.

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

Supporters 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 7 March 2025 (or 7 February 2025 to be included in the Early Bird programme). 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 time-slots for events?

For 2025, we have fixed 1.5-hour time-slots as follows:

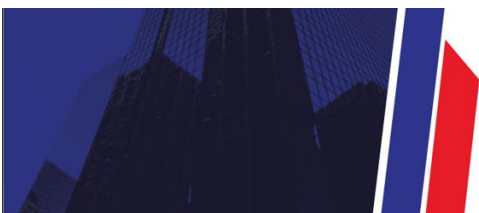
- 9am – 10.30am
- 11am – 12.30pm
- 2pm – 3.30pm
- 4pm – 5.30pm
- 6pm – 7.30pm (Thursday 5 and Friday 6 June only)

Q: Why are time-slots fixed?

Following delegate and host feedback it was decided MHE should have set time-slots to allow networking and/or travel time between events.

Q: Can I book two time-slots for a longer event?

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



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Q: Can I host an event on Monday 2 or Tuesday 3 June?

Unfortunately not as these will clash with LIDW's International Arbitration Day on Monday 2 June or the main conference on Tuesday 3 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: I have an idea for an event but I don't have another member to collaborate with. Can I still host a MHE?

You can check the LIDW main website for a list of existing members and work with them to submit a full proposal. Alternatively you could complete the [Opportunities for Collaboration Form](#) by 8 January 2025. This will flag your interest on a live database which will be open for review by other members. Once you have agreed to collaborate with at least another member, you should then submit a full proposal using the [MHE Proposal Form](#).

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 and speaker details and check the number of registrations for your event. They will also be able to download the attendee list for the event.

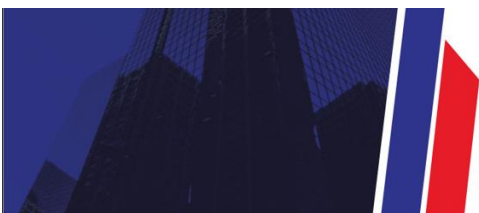
General questions

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 LIDW25 site. All MHEs are free to attend.



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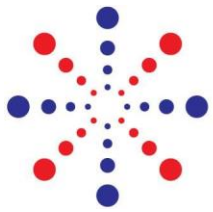


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Q: Is it free for delegates to attend MHEs or can I charge them?

There is no fee for delegates to attend MHEs. Delegates can book onto MHEs for free via the LIDW25 website.

Q: Do delegates have to register via LIDW25 or can they register via our firm's registration platform?

Delegate must register/book for MHEs via the LIDW25 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 LIDW25 website will provide a schedule of all confirmed MHEs. 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.

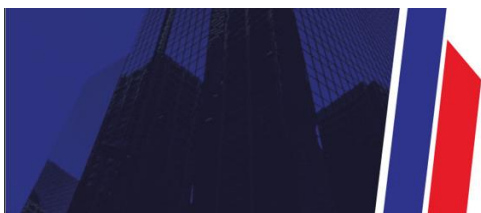
We will upload your event for you and, once payment has been received, send your nominated contact(s) log-in details so that they can update information if necessary.

Q: Will LIDW promote my MHE?

We will promote LIDW25 in its entirety including on social media, however members are responsible for marketing their own MHEs. We would suggest members invite target delegates (as they would for any 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.



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Fees and payment

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

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

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

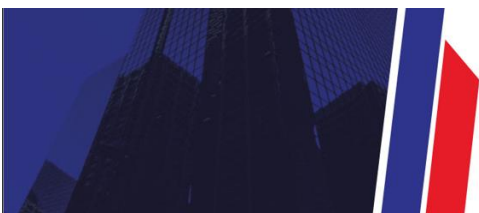
Yes, the fee of £1,000 plus VAT is still payable.

Q: Is it possible to split the £1,000 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 others separately.

Q: How do I pay the fee for my event?

Once your event has been confirmed, you will be sent a VAT invoice for the relevant fee (£1,000 plus VAT per single time-slot), which can either be paid by bank transfer or credit/debit card.



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