



IBA CONFERENCE
LAW FIRM MANAGEMENT
25-26 November 2010, The Ritz-Carlton, Moscow
TERMS AND CONDITIONS

1. General Information

These Terms and Conditions have a binding effect for all participants of the IBA Conference "Law Firm Management" due to take place on the 25th and 26th of November 2010 in Moscow, organised by International Bar Association (IBA), London.

All information on this Conference is published in Internet at <http://iba.legalstudies.ru>
Conference venue: Hotel The Ritz-Carlton, (3, Tverskaja Street, Moscow, Russia)

2. Registration fee

Participation (incl. speakers) at the Conference on the 25th and 26th of November 2010 is subject to the following registration fee:

- 2.1. Full registration fee for one participant – 700,00 EUR;
- 2.2. Full registration fee for IBA member – 600,00 EUR;
- 2.3. Registration fee for one participant registered by September 03, 2010 (early registration fee) – 600,00 EUR;
- 2.4. Registration fee for IBA member registered by September 03, 2010 (early registration fee) – 500,00 EUR.
- 2.5. Full registration fee for one participant of a parallel session – 140,00 EUR;
- 2.6. Full registration fee for one participant of a parallel session for IBA member – 120,00 EUR;
- 2.7. Full registration fee for one participant of a parallel session registered by September 03, 2010 (early registration fee) – 120,00 EUR;
- 2.8. Full registration fee for one participant of a parallel session for IBA member registered by September 03, 2010 (early registration fee) – 100,00 EUR;

Additional 10% discount applies for 2 and more participants per company, provided that all participants have been indicated in one Registration Form, and for 2 and more parallel sessions.

Registration fee does not include accommodation costs. Participant shall organize his accommodation and transfer himself and bear all the expenses connected with it.

Registration for the Conference will close on the 19th of November 2010.

3. Registration

Registration for the Conference shall be made by sending the filled in Registration Form (published in Internet at <http://iba.legalstudies.ru>) to the Conference Administrator – LegalStudies.RU, acting as an authorised Agent of the International Bar Association for the purposes of holding this Conference and for the collecting of registration fees. By sending the Registration Form and proceeding with the payment of the proper registration fee(s), every participant shall be considered bound by these Terms and Conditions.

4. Payment of registration fees

Registration fee shall be paid by wire transfer based on the invoice, which will be sent to participant after the Administrator of the Conference has received the Registration Form.

The payer shall ensure that the invoice Number referred to in the bank transfer documentation.

Registration fee shall be paid within 5 days from the date of the Invoice. Bank transfer and other fees and costs related to the wire transfer shall be covered by a payer.

5. Cancellation of registration

If cancellation is received in writing by the Administrator of the Conference (LegalStudies.RU) by the 19th November 2010, fees will be refunded in the amount equal to 50 per cent of the relevant Participation fee. No refunds shall be made after this date.

6. Conference thesis

Every participant registered at the Conference has a right to present his/her thesis with regards to the topics listed in the Conference Programme to the Administrator of the Conference before 19th November 2010. The thesis should not exceed 1 page of a A4 document in the Microsoft Word format.

Conference Administrator:

LegalStudies.RU
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<http://iba.legalstudies.ru>