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L Mun Kit, Andrex

FIDIC Asia-Pacific Contract Users' Conference

The essential guide for successfully using the FIDIC suite of contracts and effectively resolving disputes in Asia-Pacific

Main Conference: 8th & 9th July 2014 • **Workshops:** 7th & 10th July 2014
The Four Seasons Hotel, Shenzhen, China

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■ FIDIC Rainbow Suite Contract Updates:

- Yellow Book
- Gold Book
- Red Book
- Silver Book

■ Case Studies of FIDIC Application in Projects Across Asia:

- Murum Hydro-Electric Project
- Tanjung Priok Harbour Access Road
- Colombo South Harbour Project
- Peninsula Malaysia Hydro-electric Power Plant

NEW

■ Special Interest Coverage:

- Employer's Requirements
- Particular Conditions
- Pitfalls to Avoid when Using FIDIC
- Use of the Short Form of Contract in South East Asia

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- Role of the Engineer
- Pursuing Claims
- Arbitration & ADR
- Contract Administration Issues
- Treatment of Delay
- MDB Harmonised Contract

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Don't miss the pre and post-conference workshops:

- Introduction to FIDIC Contracts
- Advanced Dispute Resolution Strategies
- Mastering Construction Claims & Defense

Your registration includes free copies of:

- Model Representative Agreement (1st Ed, 2013)
- FIDIC Gold Book "DBO Conditions of Contract for Design Build and Operate Projects" (2008 Edition)

New for 2014! Simultaneous translation into Mandarin
2014 新增 - 普通话同声翻译

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Renowned Speakers:

From FIDIC

- **Siobhan Fahey**
FIDIC CONTRACTS COMMITTEE (Ireland)
- **Zoltán Záhonyi**
FIDIC CONTRACTS COMMITTEE (Hungary)
- **Svend Poulsen**
FIDIC UPDATES COMMITTEE (Denmark)
- **Dr. Christoph Theune**
FIDIC CONTRACTS COMMITTEE (Germany)

International and Asia FIDIC Experts

- **Prof. Zhang Shuibo**
TIANJIN UNIVERSITY (China)
- **Prof. He Bosen**
TIANJIN UNIVERSITY (China)
- **Ronnie Thomson**
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- **Salvador P. Castro**
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- **James Hannon**
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- **William Godwin**
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- **Andrew Brickell**
MWH (New Zealand)
- **Nor Azli Shari**
TENAGA NASIONAL BERHAD (Malaysia)
- **Geoffrey Smith**
PS CONSULTING (France)
- **Yukinobu Hayashi**
NIPPON KOEI (Japan)
- **Peter van Rooij**
ILO (Indonesia)

FIDIC Asia-Pacific Contract Users' Conference

MAIN CONFERENCE, DAY 1 – 8th July 2014

08:30 Registration & Coffee

09:00 Chair's Opening Remarks

Siobhan Fahey, Member, FIDIC CONTRACTS COMMITTEE (Ireland)

09:05 Keynote Speech

09:15 FIDIC Main Contracts – An Overview

This session will apprise delegates on the contracts currently being updated by FIDIC and new contracts under preparation. The speaker will explain why the updates and new contracts are needed, what are the expected key features of the update/new contract, and target timescales for publication.

- Update of Yellow Book 1999
- Updates of Red Book 1999 and Silver Book 1999
- New subcontract for Yellow Book 1999
- Q&A

Svend Poulsen, Project Director, ATKINS; Chair, FIDIC UPDATES COMMITTEE (Denmark)

Zoltán Záhonyi, Member, FIDIC CONTRACTS COMMITTEE (Hungary)

10:00 FIDIC EPC/Turnkey Contract (Silver Book)

Discuss latest developments and the special features of the EPC/turnkey contract. How are the possibilities for the contractor to claim extensions of time and additional payment more limited than under traditional contracts? We will look at these and other key aspects of this contract including:

- How additional payment and additional time are limited
- Design liability
- Handling unforeseen physical conditions
- Multiple turnkey contracts
- Variation and payment

William Godwin, Barrister, 3 HARE COURT; Arbitrator, CIETAC and SHANGHAI INTERNATIONAL ARBITRATION CENTRE (United Kingdom)

10:40 Morning Coffee Break

11:00 The FIDIC Subcontract

The FIDIC Construction Subcontract, published for use with the FIDIC Construction Contract 1999 ("the Red book") was very well received by the global construction market when it was published in 2011 and is now being used in high profile international construction projects. This session will brief delegates on some less-obvious practical aspects of the FIDIC Construction Subcontract:

- Is the Main Contract part of the Subcontract?
- The Subcontractor's 'secondary' obligations under the Subcontract
- New rates for Variations under the Subcontract
- Can the Subcontractor claim directly from the Employer?
- The Subcontractor's less-obvious rights to claim
- Subcontractor claim notices and records

Siobhan Fahey, Member, FIDIC CONTRACTS COMMITTEE (Ireland)

Dr. Sebastian Hök, Partner, HÖK, STIEGLMEIER & KOLLEGEN (Germany)

11:45

FIDIC Conditions of Contract for Construction (Red Book), Features and Applications

The FIDIC Red Book is FIDIC's flagship form of contract and the base from which other contract strategies (e.g. Yellow Book, Silver, Pink, Gold, etc) have been developed. As a construction only contract, it has unique features which affect the way in which the procurement of a project and its contract management need to be approached. This session outlines important aspects of Red Book and describes its use on engineering and building projects, large and small, in a global marketplace. Topics will include:

- The 1999 FIDIC Conditions of Construction for Construction ("Red Book"), why it was published as a new approach by FIDIC
- Some features of the 1999 edition: the Engineer, delegations, design responsibility, risk allocation
- Documenting, procuring, mobilising, administering and completing a Red Book contract for an engineering project
- Some potential problem areas: delays, variations, payment certification, claims, determinations, disputes
- Case study observations from use of Red Book on a major construction programme in the Pacific

Andrew Brickell, Chief Engineer Construction Contracts, MWH NEW ZEALAND Ltd (New Zealand)

12:25

Employer's Requirements under FIDIC

The Employer's Requirements are crucial and must include things that the Employer requires in respect of the execution and completion of the Works, including the requirement as to the "intended purpose". This session will address:

- Obligations on the Employer and Contractor in respect of responsibility for accuracy, sufficiency and completeness of the Employer's Requirements using Red, Yellow or Silver Book.
- A changed risk allocation for instance by increasing the extent of the carve-out in respect of liability for which the Contractor is not liable
- Offsetting by items such as notes on drawings or process diagrams indicating that the design is not fixed
- Clarification of the "intended purpose"

Svend Poulsen, Project Director, ATKINS; Chair, FIDIC UPDATES COMMITTEE (Denmark)

12:45

Networking Lunch

14:00

The FIDIC DBO Contract (Gold Book)

Since its publication in 2008, the Design, Build and Operate Contract has become one of the most popular of the FIDIC forms. It incorporates all the main features of the earlier FIDIC books with improved and up-dated risk and insurance provisions and takes a new look at the provisions for the prevention and resolution of disputes. The speakers will review:

- Introduction to Green-Field and Brown-Field scenarios
- Key features of the Gold Book and the use of the DBO Guide
- Developments to address Brown-Field applications
- Risk allocation, liability and insurance with Green and Brown-Field scenarios
- The handling of claims and prevention of potential dispute situations
- The DAB provisions with focus on avoidance and enforcement
- Q&A

Dr. Christoph Theune, Director Operations, LAHMEYER GWK CONSULT; Member, FIDIC CONTRACTS COMMITTEE (Germany)

14:50

Pursuing Claims Under FIDIC Contracts - Regionally & Internationally

This session will discuss the procedures and mechanisms for effective management and administration of construction claims under a FIDIC contract. FIDIC provisions which permit or alternatively disallow claims will be highlighted. The counter-claims procedure available to the Employers will also be explained. This session will additionally recommend guidelines for claims avoidance and dispute resolution thereof. Some suggestions in respect of claims provisions for future FIDIC updates will be presented. Specific topics in this session will include:

- Notices and claims procedures
- Failure to notify or submit supporting particulars
- Cause-effect link that is necessary to support a construction claim
- Extension of time claims
- Claims for additional payments under various clauses
- Employer's claims
- Best practices for claims avoidance
- Claims dispute resolution procedure
- Wish list for future FIDIC updates
- Q&A

Salvador P. Castro, *Mediator, Arbitrator, Adjudicator*, **SP CASTRO, INC.** (Philippines)

15:40 Networking Break & Refreshments

16:00 Contract Administration Issues Under FIDIC

A key element to the success of a project is ensuring that the FIDIC Contract terms & guidelines are complied with – a Consultant is engaged on equitable terms and conditions, a DAB is mobilized, and both the Employer and the Engineer are adequately staffed to deliver their obligations. This session will provide practical advice to the Consultant in the use of the White Book, will discuss the risks associated with recent trends in Particular Conditions and will also highlight practices as to project management staffing and the use of DABs.

- FIDIC White Book – Highlights on the current update process
- Employer and Engineer staffing for projects – issues when Employer is understaffed, and when the Engineer is improperly selected and/or contracted
- Dispute Adjudication Boards – mandatory provision of the FIDIC Contracts, though often omitted by the Parties
- FIDIC White Book – practical advice on its use and risks associated with Particular Conditions (based on recent trends from Employers in Asia)

Vincent Leloup, *Senior Advisor, Contract Solutions*, **EC HARRIS** (France)

Ronnie Thomson, *Regional Director*, **URS HONG KONG LIMITED** (Hong Kong)

16:45 Risk Allocation under the FIDIC Forms of Contract

- How is risk allocation across the FIDIC suite of contracts?
- Allocation of specific risks
- Balanced risk sharing principles
- Benefits to stakeholders
- Imbalanced risk allocation?
- Abuse of particular conditions
- Allocating risk in the design phase under the Employer's Requirements
- Comparison between FIDIC red book and China's Model Construction Contract
- Q&A

Prof. Zhang Shuibo, *Professor of Construction Contracts; Vice Dean College of Management and Economics*, **TIANJIN UNIVERSITY** (China)

Dr. Donald Charrett, *Barrister, Arbitrator & Mediator*, **MTECC** (Australia)

17:15 Particular Conditions and Common Adjustments in the Region

This presentation will guide you through effectively using Particular Conditions in order to adjust General Conditions of contract – as meant by FIDIC. The speaker will identify the “do's and don'ts” of drafting Particular Conditions based on practical experience, with particular reference to:

- What information must be given in the Particular Conditions
- Modification of the contractual risk allocation
- Some typical Particular Conditions in use
- Good practice in the preparation of Particular Conditions
- Typical pitfalls in drafting Particular Conditions

Rusli bin Idrus, *Director*, **RBI CONSULTANTS** (Malaysia)

James Hannon, *Senior Manager Contracts*, **SARAWAK ENERGY BERHAD** (Malaysia)

17:45 Close of Day 1 and **Drinks Reception**

MAIN CONFERENCE, DAY 2 – 9th July 2014

08:30 Registration & Coffee

09:00 Chairman's Opening Remarks

Dr. Christoph Theune, *Director Operations*, **LAHMEYER GWK CONSULT**; *Member*, **FIDIC CONTRACTS COMMITTEE** (Germany)

09:05 International Case Studies Review – Experiences from FIDIC Users

This panel session will assemble experienced FIDIC contract users from a number of regions and industry sectors to share their experiences in using FIDIC as a key project administration tool in some of the most challenging environments. Delegates will benefit from listening to a number of case studies and will also have an opportunity to pose any questions to the panellists. Case studies include:

- **CASE STUDY 1: Murum Hydro-Electric Project**
[Silver Book – Malaysia]
- **CASE STUDY 2: Colombo South Harbour Project**
[Red Book – Sri Lanka]
- **CASE STUDY 3: Tanjung Priok Harbour Access Road**
[MDB Harmonised – Indonesia]
- **CASE STUDY 4: Peninsula Malaysia Hydro-Electric Power Plant**
[Red Book/Yellow Book – Malaysia]
- Q&A

Malith Mendis, *Chief Executive*, **MENDIS COBAIN CONSULTANTS** (Sri Lanka)

James Hannon, *Senior Manager Contracts*, **SARAWAK ENERGY BERHAD** (Malaysia)

Dr. Sarwono Hardjomuljadi, *Special Adviser*, **MINISTRY OF PUBLIC WORKS** (Indonesia)

Simon Clark, *Resident Engineer - Contracts*, **SNC-LAVALIN** (Malaysia)

10:05 Pitfalls to Avoid when Using FIDIC Main Works Contracts

- Employer: ensuring the right upstream investigations and data collection vs. a specific FIDIC contract form – a first and major dispute prevention measure
- Particular Conditions of Contract not incorporating mandatory provisions of the governing law – a usual though detrimental practice
- Re-allocating risk
- Turning Silver to Yellow or the other way around – impact on contract price and on contract management
- Pros and cons of a high risk balance reallocation vs. the standard FIDIC Books
- Q&A

Vincent Leloup, *Senior Advisor, Contract Solutions*, **EC HARRIS** (France)

10:45 Morning Coffee Break

11:00 MDB Harmonised Construction Contract

The Multilateral Development Banks and an increasing number of development agencies have adopted the Harmonised Edition of the FIDIC Conditions of Contract for Construction for their projects. This session aims to highlight how major Multilateral Development Banks (MDBs), propose to address a number of issues which typically arise under these projects through the development and introduction of a new Standard Tender Document for use on MDB financed projects.

- Procurement
- Sustainability
- Value for money

Dr. Sarwono Hardjomuljadi, *Special Adviser*, **MINISTRY OF PUBLIC WORKS** (Indonesia)

Geoffrey Smith, *Partner*, **PS CONSULTING** (France)

11:40 Use of the Short Form of Contract in South East Asia

The Short Form of Contract is the lesser known amongst the 4 Suites of 1999 FIDIC Forms, yet it is the more widely used in South East Asia as compared to the major books. This session will give the opportunity for delegates to share actual experience in the use of the Green Book, including expediting in developing particular conditions.

- Using the Short of Form of Contract in construction projects and development of particular conditions
- Force majeure in the short form of contract
- Comparison with other forms of contract
- Q&A

Nor Azli Shari, *Head of Shared Purchasing, Group Procurement Dept*, **TENAGA NASIONAL BERHAD** (Malaysia)

Peter van Rooij, *Director*, **ILO** (Indonesia)

12:15 Cost Management Benefits across FIDIC Conditions of Contract

Cost and payment management are a large part of the balanced reputation of a FIDIC contract. Find out how best to use these financial tools to enhance and maintain the relationship between parties.

- Cost model through the FIDIC contracts
- Correct use of bank guarantees
- How can changes in legislation impact cost
- Adjustments for changes in cost
- Payment issues in claims and DAB

13:00 Networking Lunch

14:00 FIDIC and the Role of the Engineer

The Engineer should play the central role in the administration of a FIDIC Contract. This session will look at the way the Engineer's role has evolved over the years with particular emphasis on how it is envisaged to be in the 1999 FIDIC 'Red' and 'Yellow' Books, how that role has actually developed in practice and what the future may hold for the role of the Engineer. As Employers increasingly look to limit the authority of the Engineer's role, what does this mean for the Engineer and for the Contractor? Is there a feasible alternative?

- Overview of the consulting industry in Asia-Pacific
- Re-assessing the role of the Engineer
- Current trends regionally and internationally
- Role of the Engineer vs DAB in claim management and dispute resolution
- How Employers and Contractors understand the role of the Engineer

- What Employers and Contractors expect from the Engineer
- Consequences of limiting the Engineer's authority
- Q&A

Simon Clark, *Resident Engineer - Contracts*, **SNC-LAVALIN** (Malaysia)

14:50 Engineer's Duties and Liabilities under the FIDIC Red & Yellow Book

The Engineer plays a very important role under FIDIC forms of contract. In doing so he provides a very important service for the benefit of both Parties, albeit he is merely employed by the Employer. It is therefore crucial to understand the Engineer's scope of services in playing the role of the FIDIC Engineer and the standard which is applicable to the service. Breaching the standard may result in liability and raises the question as to whether and to which extent this service and resulting liability may be put under insurance coverage. The session will look at the Engineer's duties and liabilities towards both Parties of the Construction Contract.

- Liability in respect of determinations on EOT claims, cost claims and payment certificates
 - Duties and authorities under FIDIC Red and Yellow Book, new duties with regard of the use of subcontracts
 - Skill & care in practice
- PI insurance
 - Claims based insurance
 - Event based insurance
 - Exclusions

Dr. Sebastian Hök, *Partner*, **HÖK, STIEGLMEIER & KOLLEGEN** (Germany)

15:30 Networking Break & Refreshments

15:50 Dispute Boards in Practice

- Contractual approach of the 1999 suite of contracts
- The recent amendment to Clause 20
- Dispute avoidance – an essential part of project delivery in Asia?
- DABs v DRBs - which should you choose?
- Enforcement in the Asia-Pacific

Yukinobu Hayashi, *General Manager, Contract Administration Department*, **NIPPON KOEI** (Japan)

Geoffrey Smith, *Partner*, **PS CONSULTING** (France)

16:30 Arbitration & Alternative Dispute Resolution

This session considers the opportunities for avoidance and early resolution of disputes under the FIDIC contract provisions. This is intended to equip the representatives and advisors of the Parties and the Engineer to make good choices in moving towards a cost effective resolution.

- The dispute phenomenon
- Dispute avoidance
- Amicable settlement in context of developments in alternative dispute resolution
- Arbitration in China – latest trends and recent cases
- Recent developments and trends in international arbitration

He Bosen, *Professor*, **TIANJIN UNIVERSITY**; *Ex-Arbitrator*, **CIETAC** (China)

Dr. Donald Charrett, *Barrister, Arbitrator & Mediator*, **MTECC** (Australia)

17:30 Close of Main Conference

FIDIC Asia-Pacific Contract Users' Conference 2014

The Four Seasons Hotel, Shenzhen • Main Conference: 8 & 9 July 2014 – Workshops: 7 & 10 July 2014

Dear Colleague,

With more expert speakers and more audience interaction than ever before, FIDIC and IBC Legal are delighted to invite you to the 6th annual running of the FIDIC Asia-Pacific Contract Users' Conference in Shenzhen, China, where you will gain unique insights on the changes and updates directly from the contract drafters, updates task groups, experienced contract users and leading lawyers.

Make sure your seat is reserved early this year, so you don't miss out on the opportunity to hear directly from those responsible for drafting the FIDIC contracts and network with experienced contract users from all over the world.

More than 200 delegates attended from a number of Asian countries last year so make sure you bring a good number of business cards!

We look forward to seeing you in Shenzhen in July!

Kind regards,

François Baillon
Commercial Director
FIDIC

Michele Costa
Senior Conference Producer
IBC Legal



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- FIDIC can be contacted by telephone on +41 (22) 799 4900, or visit the website at www.fidic.org.

"An excellent spread of relevant topics that are applicable to projects in not only the South-East Asian region but globally"

M Bradbury, MCCULLOUGH ROBERTSON LAWYERS

"Well done to the organising and all participants! This conference provided a balanced flavour of FIDIC contract application from a user's perspective, a legal framework and ultimately the implications toward the project as a whole!"

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"It is more than just a conference. Here you can experience and also share how the FIDIC contracts' suite is practised in many jurisdictions and also gain insight views of future development against current issues and problems"

E Sundoro, PT INDO TAMBANGRAYA MEGAH

Discussion of the FIDIC Contract suite offers opportunities for key experts and practitioners to convey their experiences and expertise to a select and captive audience of peers and potential clientele alike. Interested?

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For more details please contact:

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PRE-CONFERENCE WORKSHOP - 7th July 2014

Workshop A - (09:00 - 16:30 - Registration & Coffee from 08:30)

Introduction to FIDIC Contracts

Attend this pre-conference primer day to acquire basic knowledge of the main forms of contract comprised in the "rainbow" suite of FIDIC contracts. FIDIC contract experts will take you through the entire rainbow book collection and explain in detail the specificities and purposes of each form. Delegates will also hear a summary of how FIDIC's works contracts have become widely used industry standards and receive an update on the use, sale, translation, licensing, and recent developments of FIDIC contracts, worldwide. FIDIC experts will invite delegates to participate in practical exercises exploring key concepts embodied in the FIDIC contracts.

Coverage Includes

- Different contract strategies addressed by the FIDIC suite
- Detailed analysis of the FIDIC rainbow collection of forms of contract:
 - Green Book
 - Red Book
 - Yellow Book
 - Silver Book
- Risk allocation and business processes for the FIDIC suite
- The growing influence of FIDIC's suite of contracts in establishing world-class industry standards
- How FIDIC's major works contracts are being used worldwide
- Comparative advantages of FIDIC in relation to other forms of contract
- Emerging FIDIC users' regions and hot spots

Workshop Leaders:

Siobhan Fahey, Member, FIDIC CONTRACTS COMMITTEE (Ireland)

Dr. Donald Charrett, Barrister, Arbitrator & Mediator, MTECC (Australia)

POST-CONFERENCE WORKSHOPS - 10th July 2014

Workshop B (09:00 - 12:30 - Registration & Coffee from 08:30)

Advanced Dispute Resolution Strategies

By attending this workshop, you will gain a comprehensive understanding of:

- Practical issues, options and solutions in avoiding and resolving disputes: when negotiating contracts and during projects.
- An interactive "mock dispute" that progresses through the FIDIC 1999 suite's dispute escalation provisions.
- The pros and cons of each stage of the dispute escalation process.
- Determinations by the Engineer.
- Dispute Adjudication Board decisions.
- Amicable settlement discussions.
- Arbitration, including enforcement of awards.
- Calls on on-demand bonds and the constraints in FIDIC's Conditions of Contract.

Workshop C (13:30 - 17:00)

Mastering Construction Claims & Defense

- Introduction to different claims procedures in the region
- Concurrent delay principles and how they are applied
- Relevant elements within the FIDIC contract suite
- Establishing schedule and cost controls
- Implied terms regarding prevention
- When and how to claim under the contract and when to claim for breach
- Bringing a global claim
- Considerations in EoT assessments: Critical path & cause and effect
- How delay and disruption claims are assessed
- Overhead & additional payment claims
- Prolongation, disruption and acceleration cost claims

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FIDIC Asia-Pacific Contract Users' Conference 2014

Main Conference: 8 & 9 July 2014 – Workshops: 7 & 10 July 2014 • The Four Seasons Hotel, Shenzhen, China (FKW82467)

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WHEN AND WHERE

FKW82467
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HOW MUCH?

	Book by 6th June 2014	Standard Price
Full Event: 2-day main conference + full-day "Intro to FIDIC Contracts" workshop + both half-day workshops	<input type="checkbox"/> SAVE US \$500 US \$3796	<input type="checkbox"/> SAVE US \$300 US \$3996
3.5 Day Package: 2-day main conference + full-day "Intro to FIDIC Contracts" workshop + 1 half-day workshop (specify 1 workshop below)	<input type="checkbox"/> SAVE US \$400 US \$3297	<input type="checkbox"/> SAVE US \$200 US \$3497
3 Day Package 1: 2-day main conference + both half-day workshops	<input type="checkbox"/> SAVE US \$400 US \$2897	<input type="checkbox"/> SAVE US \$200 US \$3097
3 Day Package 2: 2-day main conference + full-day "Intro to FIDIC Contracts" workshop	<input type="checkbox"/> SAVE US \$300 US \$2798	<input type="checkbox"/> SAVE US \$100 US \$2998
2.5 Day Package: 2-day main conference + 1 half-day workshop (specify 1 workshop below)	<input type="checkbox"/> SAVE US \$300 US \$2398	<input type="checkbox"/> SAVE US \$100 US \$2598
2-day Main Conference Only:	<input type="checkbox"/> SAVE US \$200 US \$1899	<input type="checkbox"/> US \$2099
1-day "Intro to FIDIC Contracts" Workshop Only:	<input type="checkbox"/> US \$999	<input type="checkbox"/> US \$999
Half-day Workshops Only: (specify workshop(s) below)	<input type="checkbox"/> US \$599 each	<input type="checkbox"/> US \$599 each

Specify your half-day workshop(s):

- Workshop B – 10th July 2014, Morning: **Advanced Dispute Resolution Strategies**
- Workshop C – 10th July 2014, Afternoon: **Mastering Construction Claims & Defense**

All discounts can only be claimed at the time of registration and multi-booking discounts cannot be combined with other discounts that may be available (apart from early booking discounts which are available to everyone). All discounts are subject to approval. Please note the conference fee does not include travel or hotel accommodation costs. We are happy to accept a replacement delegate for the whole event, however delegate passes cannot be split or shared between delegates under any circumstances. **US \$300 discount for 3rd and subsequent delegates** (not applicable for delegates who only choose a half-day workshop option)

THREE EASY WAYS TO PAY

- Cheque:** Enclosed is our cheque for £ in favour of IIR UK Ltd
Please ensure that the Reference Code **FKW82467** is written on the back of the cheque
- By Bank Transfer:** Full details of bank transfer options will be given with your invoice on registration.

To make payment by credit card: To ensure we provide the highest level of security for your credit card details we are unable to accept such payments via email or fax, which ensures that these details are never stored on our network. To make payment by credit card on-line, please enter your credit card details in our secure payments website that you will use when making your booking via the event website (the event web address is near the top of the booking form). Alternatively call our customer service team on +44 (0) 20 7017 5503.

Additional Requirements Please notify Informa at least one month before the conference date if you have any additional requirements e.g. wheelchair access, large print etc.

TERMS AND CONDITIONS Attendance at this Event is subject to the IBC Legal Delegate Terms and Conditions at <http://www.ibclegal.com/page/termsandconditions>. Your attention is drawn in particular to clauses 6, 8 and 14 of the IBC Legal Delegate Terms and Conditions which have been set out below.
Cancellation Policy: If you cancel in accordance with this policy, you will receive a refund of your fees paid to IBC Legal (if any). If you cancel your registration 28 days or more before the Event, subject to an administration charge equivalent to 10% of the total amount of your fees plus VAT; or (ii) if you cancel your registration less than

28 days, but more than 14 days before the Event, subject to an administration charge equivalent to 50% of the total amount of your fees plus VAT. IBC Legal regrets that the full amount of your fee remains payable in the event that your cancellation is 14 days or less before the Event or if you fail to attend the Event. All cancellations must be sent by email to professionalcustserv@informa.com marked for the attention of Customer Services and must be received by IBC Legal. You acknowledge that the refund of your fees in accordance with this policy is your sole remedy in respect of any cancellation of your registration by you and all other liability is expressly excluded.
Changes to the Conference: IBC Legal may (at its sole discretion) change the format, speakers, participants, content, venue location and programme or any other aspect of the Event at any time and for any reason, whether or not due to a Force