

ROMA CONVENTION CENTER LA NUVOLA

**IBA 2018**



**ROME 7–12 OCTOBER**

ANNUAL CONFERENCE OF THE INTERNATIONAL BAR ASSOCIATION

## **IBA Developing Bar Programme for young lawyers to attend the IBA Annual Conference in Rome**

The IBA is offering a scholarship to young lawyers (up to and including the age of 35) from Member Organisations in developing countries who would like to attend the IBA Annual Conference, but who may find it financially impossible to do so. The programme will be arranged between the IBA and a local organiser from the Member Organisation.

### **The selection criteria for the programme is that candidates:**

- will be shortlisted by the local organiser.
- should have over 3 years practice experience.
- must disclose if they are related to an officer of the IBA.
- must not have attended a previous IBA Annual Conference.
- must write a short piece (maximum 500 words) on the topic of **Technology's impact on legal services**.
- must have sufficient proficiency in English to benefit from attending, as conference sessions are in English.
- must note that early travel arrangements should be made to allow for any delays in the administration of any necessary visas.

### **Participants selected for the programme will receive:**

- free registration for the IBA Annual Conference, 7–12 October 2018, Rome, Italy.
- a contribution towards a return economy flight to Rome.
- accommodation costs (room and breakfast) at a selected hotel while attending the conference. This will be organised by the IBA.
- a stipend of 50 EUR a day.

Following the conference we will ask the participants to submit a short report on which sessions they attended and what they enjoyed most about the conference.



## APPLICATION AND ADMINISTRATION PROCESS

The programme will run as follows. Please see the responsibilities of each party in **bold**:

1. Select the designated number of applicants and ask them to complete the application form attached.  
**Local Member Organisation**
2. Check that all the application forms have been fully completed and submit them to Jessica Rattle (**divisions@int-bar.org**) at the IBA by **Friday 30 March 2018**. **Local Member Organisation**
3. Recipients from each country will be selected for places at the conference by a judging panel formed of four bar association representatives who sit on the IBA Management Board. **IBA**
4. The IBA will write to the local organiser confirming which applicants have been successful by **4 May 2018** and the local organiser should communicate the decision to the unsuccessful applicants. **IBA/Local Member Organisation**
5. The IBA will then confirm to each successful applicant, and provide a registration form for the conference to be submitted to the IBA office. These forms should be sent directly to Jessica Rattle who will confirm internally that the registration fee is waived. Applicants cannot register using the online system available on the IBA website.

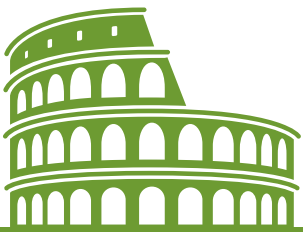
Please note, that should the applicant wish to attend any social events, these must be paid for directly, and payment card details included on the registration form.

## TRAVEL AND ACCOMMODATION

1. Each of the selected delegates should book his/her flight directly and no later than **16 July 2018** as the most favourable costs for flights will be available well in advance of the conference. Should a delegate be unable to meet this payment directly at this point, their law firm should assist as the IBA cannot make any reimbursement for these payments until after the conference. Please note that if the delegate does not arrive at the conference, the IBA cannot reimburse the loss on the flight costs.
2. Each of the selected delegates should **immediately** make arrangements for any necessary visas as soon as possible. If there are problems with visas, the IBA should be notified as early as possible.
3. Accommodation will be at a hotel organised and paid for by the IBA. The IBA will arrange accommodation for the recipients with our hotel contractor, Judy Lane ICS, from Friday 5 October to Friday 12 October 2018 (checking out 12 October). Judy Lane ICS will confirm the rooms directly to each delegate using the email address provided. If the recipients would like to stay for any additional nights, they will be responsible for booking directly with Judy Lane ICS.
4. A per diem of 50 EUR per day for six days will be provided in cash at the conference during a scholarship delegates welcome meeting and details will be sent out about this nearer the time.

## TRAVEL INSURANCE

Please note that selected participants are responsible for arranging their own travel insurance to cover their travel to the conference.



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ANNUAL CONFERENCE OF THE INTERNATIONAL BAR ASSOCIATION

### IBA Developing Bars Programme for young lawyers APPLICATION FORM

PLEASE TYPE OR COMPLETE IN BLOCK CAPITALS  
EACH QUESTION MUST BE ANSWERED IN DETAIL, CONTINUING ON A SEPARATE SHEET IF NECESSARY

#### Personal

First/given name \_\_\_\_\_  
Family name \_\_\_\_\_  
Date of birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ Male Female  
Nationality \_\_\_\_\_  
Email \_\_\_\_\_

#### Firm

Name of firm \_\_\_\_\_  
Position within firm \_\_\_\_\_ Date of joining \_\_\_\_\_  
Firm address \_\_\_\_\_  
City \_\_\_\_\_ Country \_\_\_\_\_  
Postal/Zip code \_\_\_\_\_ Tel \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

#### Address for correspondence (if different from above)

\_\_\_\_\_  
City \_\_\_\_\_ Country \_\_\_\_\_  
Postal/Zip code \_\_\_\_\_ Tel \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

#### Education

Particulars of university education, including dates \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Practice** – you may be asked for evidence that you are able to practice law.

Years of practice \_\_\_\_\_

Areas of practice \_\_\_\_\_

Countries admitted to practice \_\_\_\_\_

Other previous legal experience \_\_\_\_\_

Offices held with any national / local professional law association \_\_\_\_\_

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**Language**

Level of fluency in English (ie fluent/good/working knowledge) \_\_\_\_\_

Are you a member of the IBA? \_\_\_\_\_

Please indicate (in UK POUNDS) any personal contribution you may be able to make towards covering your expenses.

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**Please complete the essay question 'Technology's impact on legal services' (max 500 words) on a separate sheet.**

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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The completed application form must be returned to your bar who will then forward all applications to the IBA by no later than **Friday 30 March 2018**. Applications received after this date may not be considered.