



IBA 2025 TORONTO

2-7 NOVEMBER
ANNUAL CONFERENCE OF THE INTERNATIONAL BAR ASSOCIATION



IBA Delegate Bag sponsorship (£25,000GBP) (Non-law firms only)



Delegate bags will be given to all **paying** conference delegates (excludes one-day and session-only speakers) when collecting their conference badges (approx 3,500).

The delegate bags will contain a copy of the IBA Daily Schedule and gifts from the IBA.

Benefits to sponsor:

- **Exclusive** sponsorship of the conference delegate bags
- Sponsorship of the delegate bags will ensure your corporate logo is placed in a prominent position on the outside of the delegate bags.
- Sponsorship will provide the sponsor with two full delegate passes to the conference, giving the holders of the passes access to the opening ceremony, welcome party, all working sessions, the networking hub

Application and contract for sponsorship of delegate bags

To make a booking click on the link below and complete online booking form giving your invoicing address. Once complete, a representative of the IBA will be in touch regarding the next steps.

CLICK HERE TO BOOK

Artwork specs

Logo format: eps vector or ai

Logo style: white

For further information on advertising and sponsorship opportunities, please email
andrew.webster-dunn@int-bar.org

DELEGATE BAG SPONSORSHIP TERMS & CONDITIONS 2025

Assignment of sponsorships

All sponsorships are **no-negotiable**.

Interpretation and definitions

In this agreement, unless the context otherwise requires, the following definitions shall apply:

1. 'sponsorship' refers to the exclusive sponsorship of the IBA Annual Conference delegate bags.
2. 'sponsor' means the organisation that has completed the online booking form to be the sponsor of the conference delegate bags.
3. 'IBA' means International Bar Association
4. 'GDPR' means the General Data Protection Regulation (Regulation (EU) 2016/679), as amended or replaced from time to time.
5. 'Data Protection Law' means the GDPR and all other national, international, or other laws related to data protection and privacy that are applicable to any territory where IBA or Sponsor processes personal data or is established.

Application/cancellation of sponsorship

Applications to sponsor the delegate bags at the IBA Annual Conference must be made by clicking on the appropriate link in this pack and completing the relevant online booking form.

Sponsorship packages, including benefits and costs cannot be shared between firms or companies. No discount or refund will be given for non-use of benefits by the sponsor associated with the sponsorship package.

Should the sponsor wish to withdraw from being the sponsor of the IBA Annual Conference delegate bags after placing an order, the sponsor will be liable to pay the following amounts:

- Cancellation after booking made but 30 days prior to the bags being ordered from the supplier 50%.
- Cancellation after bags are ordered, 100 per cent of the agreed value of invoice

Cancellation of sponsorship must be directed in writing to:

Andrew Webster-Dunn, Sponsorship Director, International Bar Association, Chancery House, 53-64 Chancery Lane, London, WC2A 1QS United Kingdom or andrew.webster-dunn@int-bar.org

Invoicing

We are now issuing pro-forma invoices rather than final invoices as we recognise income on a cash receipts basis, as such we cannot issue an invoice until the pro-forma invoice is paid. This is a recognised practice by HMRC as per guidelines published in 1970 (see below) and allows us to comply with the VAT regulations imposed on us by the UK authorities. Pro-forma invoices will be sent within 48 hours of the booking being placed. The invoice and receipt will be issued as soon as payment is received, the pro-forma invoice contains all the details that would be included on an invoice, including the VAT rate charged it just has the words pro-forma instead of invoice.

HMRC Published Guidelines (since 1970)

If you need to issue a sales document for goods or services, you have not supplied yet you issue a pro-forma invoice. A pro-forma invoice IS a valid invoice requiring your payment. A pro-forma invoice IS NOT a VAT invoice (you will receive one of those automatically on payment)

All invoices must be paid within 30 days of the date on the invoice or no later than 60 days prior to the conference start date. Invoices remaining unpaid at the commencement of the conference must be paid in full at the conference before delegate passes are released. For the avoidance of doubt, you shall not be permitted entry to the Conference unless full payment has been received by us.

No deductions or withholdings

All fees payable to us by you in accordance with the terms contained in this 'Information' section shall be paid free and clear of all deductions or withholdings whatsoever. If any deductions or withholdings are required by law to be made from any fees payable to us by you under the terms contained in this 'Information' section you shall pay such sum as will, after the deduction or withholding has been made, leave us with the same amount as we would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

If we obtain the benefit of any tax credit or other relief by reference to any such deductions or withholdings, then we shall repay to you such amount as, after such repayment has been made, will leave us in no worse position than we would have been had no such deductions or withholdings been required.

Contract acceptance

The acceptance of the booking shall be at the discretion of the IBA, and upon acceptance, becomes a contract. By completing the online booking form, the sponsor agrees to comply with, and be subject to, the terms and conditions contained in this document. The IBA reserves the right to refuse or deny sponsorships to prospective companies, with no explanation.

Sponsorship and speaking at an IBA conference

Under IBA Policy, speaking opportunities at an IBA conference or event CANNOT be linked to exhibiting or sponsorship discussions. Neither Officers, nor representatives of the IBA Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement.

Complimentary sponsor delegate badges

Sponsor delegate badges, given as part of a sponsorship agreement, cannot be assigned to *speakers, panelists, moderators, Conference Chair or Co-Chairs, press, adjudicators, or anyone listed in the programme as speaking in any capacity*. A sponsor delegate badge can only be used by a representative of the sponsoring company in their capacity as a delegate or by an in-house/general counsel of a company proposed by the sponsor. The sponsor delegate pass cannot be given to a private practitioner of another law firm. Sponsor delegate badges cannot be used by consultancy companies linked to a law firm. Delegate badges cannot be exchanged, swapped, reassigned or given to another person at any time during the conference. Anyone found to be in the possession of a sponsor delegate badge that is assigned to someone else will be asked to leave immediately. Delegate badges must be always worn and visible and cannot be altered. Sponsor delegate badges entitle the delegate to the same benefits as a paying delegate. Sponsor delegate badge holders may attend all non-ticketed social events, sessions, and purchase tickets to any other IBA ticketed social events. The delegate badge is valid for the duration of the conference, for the named delegate. A Sponsor delegate online registration form must be completed by the sponsor to obtain the Sponsor delegate badge. Notification of changes to free delegate passes must be sent via e-mail, to the appropriate member of the IBA Sponsorship team no later than five working days prior to the commencement of the conference. No amendments will be made at the event, only the people on the registration form may attend the conference. No discount or refund will be given for non-use of complimentary delegate passes.

Data Protection

For the purposes of this agreement and party's processing of personal data in connection with this agreement, the parties agree that each party acts as an independent data controller. Each party shall (i) only process personal data in compliance with and shall not cause itself or the other party to be in breach of, Data Protection Law, (ii) only process the other party's personal data as reasonably necessary to perform its obligations and exercise its rights under this agreement; (iii) ensure that it has obtained all necessary rights, permission and/or consents required for the disclosure of personal data to the other party as specified in the agreement, and (iv) act reasonably in providing such information and assistance as the other party may reasonably request to enable the other party to comply with its obligations under Data Protection Law.

For the purposes of this agreement, the terms personal data, controller, processor, processing, data subject and supervisory authority shall have the meanings ascribed to them under the GDPR. IBA Privacy Policy <https://www.ibanet.org/web-privacy-policy.aspx>

Conference delegate bag logo placements

The logo of the sponsor will appear on the delegate bags alongside the IBA logo

Artwork

The IBA will not make amendments to the logo supplied, where the materials do not conform to IBA's published requirements.

Conference postponement or cancellations

IBA at its discretion shall have the right to postpone or cancel the conference and shall be liable in no way to the sponsor for losses resulting from such delay or cancellation. IBA will not be liable for fulfillment of this contract as to the delivery of the delegate bag if non-delivery is due to any of the following causes including, but not limited to: damage caused by fire, act of God, public enemy, war, or insurrections, strikes, the authority of the law, or for any cause beyond IBA's control. It will however, in the event of it not being able to hold a conference for any of the above-named reasons reimburse the sponsor for the amount already paid for the sponsorship.

Amendments

Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of the IBA. Sponsors shall be notified in writing of any amendments to these regulations.

Questions

Contact Andrew Webster-Dunn, Sponsorship Director, International Bar Association, at +44 (0)20 7842 0090 or e-mail at andrew.webster-dunn@int-bar.org

Governing law and jurisdiction

This Agreement shall be exclusively governed and construed in accordance with the laws of England and Wales without regard to Headlines of conflicts of law.

SPECIALIST CONFERENCE – EXHIBITION AND SPONSORSHIP TERMS & CONDITIONS 2025

Conference postponement or cancellations

IBA at its discretion shall have the right to postpone or cancel the conference and shall be liable in no way to the sponsor for losses resulting from such delay or cancellation. IBA will not be liable for fulfilment of this contract as to the delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: damage caused by fire, act of God, public enemy, war, or insurrections, strikes, the authority of the law, or for any cause beyond IBA's control. It will however, in the event of it not being able to hold a conference for any of the above-named reasons reimburse the sponsor for the amount already paid for the sponsorship.

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