

GUIDELINES FOR PARTICIPATING ENTITY OF BORNEO ADR WEEK 2024

Welcome to the Guidelines for Participating Entity for Borneo ADR Week 2024 (“Guidelines”). The Guidelines outlined below aim to establish a comprehensive framework for the event. Your commitment and adherence to these Guidelines will undoubtedly contribute to the success and significance of Borneo ADR Week 2024. Please note that the guidelines are subject to potential amendments and the Organising Committee reserves the right to make necessary adjustments to ensure the smooth and effective execution of the event. Participating entity will be duly informed of any changes in a timely manner. Please review the guidelines carefully, and if you have any inquiries or need further clarification, do not hesitate to reach out to the Organising Committee.

1. Eligibility

Participating entity for Borneo ADR Week 2024 (“PE”) may include a range of entities such as professional organisations and institutions, arbitral institutions, legal firms, claim consultants or ADR practitioners. The Organising Committee of the Borneo ADR Week 2024 (“Organising Committee”) reserves the right to decline PE’s application to organise an event during Borneo ADR Week 2024 (“PE Event”) if the applicant does not align with the objectives of Borneo ADR Week 2024.

2. Timeline

In order for a timely preparation for the Borneo ADR Week 2024, the PE is required to observe and comply with the following timeline:

15 February 2024	Proposal Submission by PE
29 February 2024	Confirmation of PE’s participation by Organising Committee
15 March 2024	Submission of full event programme by PE for inclusion into Borneo ADR Week Event Calendar
1 April 2024	Announcement of Borneo ADR Week Event Calendar by Organising Committee
15 – 19 July 2024	Borneo ADR Week 2024
19 July 2024 (by 12pm)	Submission of event photos and post-event write-up by PE

3. Event Calendar

The Borneo ADR Week is spanning across a week of exciting events. The available PE Event’s slots are as follows:

Slot	Date	Time
1A	[Day 1] 15 th July 2024 (Mon)	9am – 12pm
1B	[Day 1] 15 th July 2024 (Mon)	2pm – 5pm
2A	[Day 2] 16 th July 2024 (Tue)	9am – 12pm
2B	[Day 2] 16 th July 2024 (Tue)	2pm – 5pm
3A	[Day 3] 17 th July 2024 (Wed)	9am – 12pm
3B	[Day 3] 17 th July 2024 (Wed)	2pm – 5pm
4A	[Day 4] 18 th July 2024 (Thu)	9am – 12pm
4B	[Day 4] 18 th July 2024 (Thu)	2pm – 5pm
Not Available	[Day 5] 19 th July 2024 (Fri) - <i>Construction Claims and ADR Conference Sabah and Sarawak 2024, organised by Legal Plus and L2 i-CON</i>	9am – 5pm

There will be 2 time slots for PE's selection in a day, with a maximum of 3 hours per slot. To optimise participant's engagement while providing a diverse and enriching experience throughout the Borneo ADR Week 2024, there may be concurrent PE Events for each time slot. Any request for hosting a PE Event more than the 1 participating slot is subject to the approval of the Organising Committee. Please note that the event calendar may be subject to change.

4. Topic Approval

The topic for all PE Events shall relate to Alternative Dispute Resolution (ADR). The Organising Committee reserves the right to approve or reject PE's proposal. If the proposal is rejected, the Organising Committee reserves the right to either reject PE's participation altogether or request PE to submit a new topic for consideration.

5. Event Organising and Cost Responsibility

PE is responsible for organising the PE Event at its own costs, including venue rental, materials, and any associated expenses.

The Organising Committee will provide online registration mechanism to facilitate attendee's registration for PE Event.

6. Venue Selection

PE is responsible for selecting and sourcing the event venue. The Organizing Committee reserves the right to reject the chosen venue if it is deemed inconvenient for attendees.

7. Proposal Submission

PE is required to submit a proposal in the form of **Schedule** enclosed, by 15th February 2024 via email to Secretariat@L2icon.org. The Organising Committee will acknowledge receipt of PE's proposal via email within 1 working day.

8. Post Event Obligations

PE must provide event photos in high resolution format and post-event write-up about 500 words to the Organising Committee via email to Secretariat@L2icon.org by 12pm of 19 July 2024:

9. Participating Fee

The participating fee for each PE Event in the Borneo ADR Week 2024 is RM5,000, payable upon the acceptance of PE's proposal by the Organising Committee. An application for waiver of the participating fee may be considered on a case-to-case basis.

PARTICIPATING ENTITY'S PROPOSAL FOR BORNEO ADR WEEK 2024

Participating Entity	
Person-In-Charge	Name: Designation: WhatsApp No.: Email:
Event Title	
Format	In Person / Hybrid / Virtual
Event Slot	<u>First Option</u> <u>Second Option</u>
Time	
Venue	
	<i>[Note: Kindly provide a tentative venue and city where your event will be held at.]</i>
Event Programme	
	<i>[Note: Kindly provide the topics to be presented or discussed.]</i>
Any Meals Provided?	
	<i>[Note: If yes, please specify e.g. Morning Coffee, Lunch, Afternoon Coffee, etc.]</i>