



the global voice of the legal profession

# Madrid 2009

## 4 – 9 October



### REGISTRATION FORM

- Registrations cannot be acknowledged by fax and cannot be processed at the IBA office after **Wednesday 23 September**.
- This form is valid for one delegate only. Copies may be made for additional registrations.

Please return this form to:

**International Bar Association**

**10th Floor, 1 Stephen Street, London W1T 1AT, United Kingdom**

**Fax: +44 (0)20 7691 6544 / +44 (0)20 7691 6545**

Please type or use block letters or attach a business card

Title (Mr, Mrs, Ms, etc) \_\_\_\_\_ Family name \_\_\_\_\_ Given name \_\_\_\_\_  
 IBA membership no (if applicable) \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Firm/Company/Institution \_\_\_\_\_  
 VAT No \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

#### BADGE

Name and country to be shown on badge, if not as above \_\_\_\_\_

#### ACCOMPANYING PERSON(S)

(Please refer to page 79)

\*Please note that an accompanying person fee of €230 inclusive of Spanish VAT at 16% is applicable.

1. Name \_\_\_\_\_ Country \_\_\_\_\_  
 2. Name \_\_\_\_\_ Country \_\_\_\_\_  
 3. Name \_\_\_\_\_ Country \_\_\_\_\_  
 4. Name \_\_\_\_\_ Country \_\_\_\_\_

\*Accompanying persons may not attend working sessions

#### LIST OF PARTICIPANTS

Name and address of hotel or contact address in Madrid for inclusion in the final list of participants: please inform us of your details when confirmed or amended. \_\_\_\_\_

**Note:** If you are making your hotel reservation through the official housing agents, JLC, you **must** also complete and submit the **separate Accommodation Form** to JLC to secure your hotel booking.

*In order for your name to appear in the preliminary list of participants, available on the IBA website, your registration must be received at the IBA office by **Friday 17 July** at the latest.*

*In order for your name to appear in the final list of participants, available at the Conference, your registration must be received at the IBA office by **Monday 24 August** at the latest.*

#### SPECIAL DIETARY REQUIREMENTS

If you have special dietary requirements, due to religious or medical reasons, please specify the requirement and indicate the number of meals per function. The IBA is unable to cater for dietary requirements other than for the above reasons.

Please state dietary requirements clearly, ie I am a vegetarian, I do not eat red meat, I am allergic to nuts, etc

Meal requirement	Function	Date	No of meals

For official use only    Payment \_\_\_\_\_    Over-payment \_\_\_\_\_    Banked \_\_\_\_\_    Under-payment \_\_\_\_\_  
 Ref no \_\_\_\_\_    Refund \_\_\_\_\_    Processed by \_\_\_\_\_    General \_\_\_\_\_

**REGISTRATION FEES A**

Registration fees and social function tickets will be refunded, less a 15 per cent administration charge, if cancellation notification is received in writing at the IBA office no later than **Wednesday 23 September 2009**. We regret that no refunds can be made after this date.

(Please see page 79 before completion)

All prices are in euros	Before 17 July	18 July- 23 September	At the Conference	Amount payable
<b>IBA members</b>	€1,495.00	€1,725.00	€2,025.00	
Spanish VAT @ 16%	€239.20	€276.00	€324.00	
<b>Total payable</b>	€1,734.20	€2,001.00	€2,349.00	€
<b>IBA members from countries with reduced membership fees*</b>	€1,125.00	€1,725.00	€2,025.00	
Spanish VAT @ 16%	€180.00	€276.00	€324.00	
<b>Total payable</b>	€1,305.00	€2,001.00	€2,349.00	€
<b>IBA members academics/judges (full time)</b>	€1,125.00	€1,725.00	€2,025.00	
Spanish VAT @ 16%	€180.00	€276.00	€324.00	
<b>Total payable</b>	€1,305.00	€2,001.00	€2,349.00	€
<b>Senior lawyers**</b>	€1,125.00	€1,725.00	€2,025.00	
Spanish VAT @ 16%	€180.00	€276.00	€324.00	
<b>Total payable</b>	€1,305.00	€2,001.00	€2,349.00	€
<b>Young lawyers (under 30 years old)</b>	€1,125.00	€1,725.00	€2,025.00	
Spanish VAT @ 16%	€180.00	€276.00	€324.00	
<b>Total payable</b>	€1,305.00	€2,001.00	€2,349.00	€
<b>Non-members***</b>	€1,800.00	€2,100.00	€2,325.00	
Spanish VAT @ 16%	€288.00	€336.00	€372.00	
<b>Total payable</b>	€2,088.00	€2,436.00	€2,697.00	€
<b>Accompanying person(s)</b>	€198.28	€198.28	€198.28	
Spanish VAT @ 16%	€31.72	€31.72	€31.72	
<b>Total payable</b>	€230.00	€230.00	€230.00	€

\* Please check to ensure your country is listed on page 80.

\*\* Reduced rate is offered to lawyers who are over the age of 65, have been an IBA member for more than 20 years and are no longer practising law.

\*\*\* Join the IBA today and register at the IBA member rate.

Please find the membership application form on [www.ibanet.org](http://www.ibanet.org)

**Total registration fees A** €

Please tick box if you are Corporate Counsel

Please tick box if you are a speaker and **only** attending your working session

Please tick box if you are interested in attending the Rule of Law Symposium on Friday 9 October

**SOCIAL FUNCTIONS B**

Social function tickets will not be confirmed until full payment is received at the IBA office. If full payment is not received by **Friday 4 September**, tickets will be released without further notice.

For all conference social event sponsorship opportunities, email [sponsorship@int-bar.org](mailto:sponsorship@int-bar.org).

**GOLF DAY**

Please tick box for further information about the IBA golf day on Thursday 8 October\*

\* This does not guarantee registration for this function. A registration form will be sent out with your conference acknowledgment letter if interest has been indicated, which must be completed and returned to the IBA. The golf day has limited availability.

(Please see page 77 before completion)

All prices are in euro	Price per ticket	No. of tickets required	Amount payable
<b>Monday</b> European Forum lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
North American Forum lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
Arab Regional Forum lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
Public and Professional Interest Division lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
<b>Tuesday</b> Asia Pacific Forum lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
Latin American Regional Forum lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
Women Lawyers' Interest Group lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
<b>Wednesday</b> Legal Practice Division lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
<b>Thursday</b> Corporate Counsel Lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
African Regional Forum Lunch	€50 (€43.10 + €6.90 Spanish VAT @16%)		€
<b>Friday</b> Closing party	€140 (€120.68 + €19.32 Spanish VAT @16%)		€
<b>Total social functions B</b>			€
<b>TOTAL PAYMENT DUE A + B</b>			€

**METHODS OF PAYMENT**

**Euro: by cheque or bank draft** drawn on a eurozone bank and in favour of the International Bar Association. OR by bank transfer to the IBA account at the National Westminster Bank, St James's and Piccadilly Branch, 208 Piccadilly, London W1A 2DG, United Kingdom SWIFT address NWBKGB2L, IBAN GB58NWBK60721106570631.

Please ensure that a copy of the bank transfer details is attached to your registration form and sent to the IBA office.

**Pounds sterling: by cheque or bank draft** converted at the current rate of exchange and drawn on a UK bank and in favour of the International Bar Association. Please send with registration form to: IBA, 10th Floor, 1 Stephen Street, London W1T 1AT, United Kingdom OR by bank transfer to the IBA account at the National Westminster Bank, St James's and Piccadilly Branch, 208 Piccadilly, London W1A 2DG, United Kingdom SWIFT address NWBKGB2L, IBAN GB05NWBK56000313270222. Please ensure that a copy of the bank transfer details is attached to your registration form and sent to the IBA office.

**US dollars: by cheque or bank draft** converted at the current rate of exchange and drawn on a US bank account held in the USA and in favour of the International Bar Association. Please send with registration form to: IBA, 10th Floor, 1 Stephen Street, London W1T 1AT, United Kingdom OR by bank transfer to the IBA US dollar account at the National Westminster Bank, St James's and Piccadilly Branch, 208 Piccadilly, London W1A 2DG, United Kingdom SWIFT address NWBKGB2L, IBAN GB55NWBK60730101286498.

Please ensure that a copy of the bank transfer details is attached to your registration form and sent to the IBA office.

**PLEASE ENSURE THAT YOUR NAME, MEMBERSHIP NUMBER (if applicable) AND THE WORDS 'CON265+ MADRID' APPEAR ON ANY TRANSFER.**

**Credit card payments:** by Visa, MasterCard or American Express. No other cards are accepted. Credit cards will be charged in Euros. Your credit card company will convert this cost to the currency of your credit card.

**VAT:** The IBA is REQUIRED TO REGISTER for VAT in Spain for the conference. All transactions will be subject to VAT (currently 16%).

**Spanish delegates:** Spanish VAT will be charged to all delegates unless they provide the IBA with a Spanish VAT number on registration.

In these circumstances it will be the delegate's business that will be responsible for accounting for VAT under the reverse charge provision.

**All other delegates** who are not otherwise registered or required to be registered for VAT in Spain will be charged VAT on registering for the conference.

This category of delegate may be able to recover VAT charged through the EU refund process subject to local rules which should be confirmed by the delegate.

Please tick appropriate box below

- I enclose a cheque/draft for the total payment due
- I have transferred the total payment due to the relevant IBA account
- I have applied for foreign exchange (for developing country delegates only)
- I wish to pay by credit card (please complete details)

Please charge the total payment due to my

- VISA
- AMERICAN EXPRESS
- MASTERCARD

Other cards are not accepted

Card Number

Expiry date

Name of card holder

Signature

Date

International Bar Association is incorporated as a Not-for-Profit Corporation under the laws of the State of New York in the United States of America and is registered with the Department of State of the State of New York with registration number 071114000655 and the liability of its members is limited. Its registered office in New York is at c/o Capital Services Inc, 1218 Central Avenue, Suite 100 Albany, New York 12205, the administrative office of the Association is at 1 Stephen Street, London W1T 1AT, United Kingdom.

**Where did you find out about this Conference?**

- IBA CONFERENCE
- OTHER CONFERENCE
- DIRECT MAIL
- INTERNET
- ADVERTISEMENT
- E-MAIL
- EDITORIAL
- RECOMMENDATION
- OTHER

Please provide further details, quoting code (if applicable)

During the IBA Annual Conference we provide firms and organisations with the chance to mail our delegates with **invitations to social events** around the conference. If you are agreeable to passing on your details for this purpose only, please tick this box

IBA listings are also provided to relevant third parties for marketing purposes. The IBA will treat your personal information with the utmost respect and in accordance with UK data privacy laws.

If you are agreeable to passing on your details, please tick this box

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