



the global voice of
the legal profession

A conference presented by the Law Firm Management
Committee in collaboration with the European Forum
of the International Bar Association

CPD hours available*
Up to 6¼

Risk management for law firms – how to protect your law firm in today's high-stakes environment

16-17 September 2007

Hotel Bayerischer Hof, Munich, GERMANY

Who should attend?

Managing partners and those responsible for management in law firms, and people advising those involved in leading or managing law firms.

The IBA would like to thank the
following sponsor for its support



* As per the Law Society of England and Wales. The number of CPD points/hours available may vary for other bar associations and law societies depending on their criteria.

Programme

Sunday 16 September

Monday 17 September

Conference Chair

Stephen Denyer *Allen & Overy LLP, Frankfurt; Vice-Chair, Law Firm Management Committee, IBA Public and Professional Interest Division; Council Member, European Forum, IBA Legal Practice Division*

1600 – 1730 **Registration**

2000

Conference dinner

Augustiner Keller

Dating back to 1812, Augustiner Keller has been ranked as one of Munich's most popular beer halls. You will enjoy a traditional Bavarian meal in this historic venue and beer garden.

Dinner ticket price: £30

Supported by:

PRACTICAL LAW COMPANY

Exhibitors present at this conference will include:

AON

0800 – 1800 **Registration**

0845 – 0900 **Welcome remarks**

Stephen Denyer

0900 – 0930

Managing law firm risks in a world of growing complexity

- Changes in the client relationship – risk or chance?
- Emerging and hidden risks – do you still see the whole picture?
- Law firm evolution – how to cope with cultural and structural challenges.

Speaker

Constantin Beier *Head of Professional Services, Aon Jauch & Hubener GmbH, Mulheim*

0930 – 1000

Conflicts of interest – dilemmas and practical solutions

- How to discover that you have a conflict before it is too late
- If you have a conflict, who decides what to do about it?
- Why are US conflict rules so different?
- What impact will the new UK conflict rules have?
- Dealing with conflicting conflict rules

Speaker

Chris Perrin *Clifford Chance LLP, London*

1000 – 1045

Money laundering – is there an escape for lawyers?

Our two speakers will present different but complementary perspectives on the money laundering regime in Europe in so far as it relates to lawyers.

François Tulkens will talk about his practical experience of bringing a case before the European Court on behalf of some of the Belgian bars challenging the imposition of money laundering requirements on lawyers.

Louise Delahunty, who has been involved in this issue at a European Union-wide level, will talk about her experience as a member of the English Law Society's money laundering task force.

Speakers

Louise Delahunty *Simmons & Simmons, London*

François Tulkens *NautaDutilh, Brussels*

1045 – 1115 **Coffee / tea break**

1115 – 1145

Professional liability – how to survive in a shark basin

- Special risks for international firms
- Why it is impossible to deliver what the courts demand
- The lawyer as an underwriter
- What to do in case of a claim
- Limited insurance cover
- Personal liability of the partners

Speaker

Martin Diller *Gleiss Lutz, Stuttgart*

1145 – 1215

Protecting partner assets

- Safeguarding your partners from personal liability claims
- Insurance issues
- Handling large matters – how to manage matters which exceed your insurance cover
- Managing risk through terms of engagement and limiting liability

Speaker

Frank Maher *Partner, Legal Risk, Liverpool*

1215 – 1245

Everything you've always wanted to know about partner defection but were afraid to ask

- Case studies
- Consequences
- Prevention/coping strategies

Speaker

Didier de Vliegher *NautaDutilh, Brussels; Council Member, European Forum, IBA Legal Practice Division*

1245 – 1400 **Lunch**

1400 – 1430

What every lawyer should know about the legal press

Catrin Griffiths is the editor of *The Lawyer* and will present an inside view on legal journalism and give some practical tips about how lawyers can make the most of their relationship with the legal press. She will also comment more generally on what lawyers should do when they or their clients hit the headlines for all the wrong reasons.

Speaker

Catrin Griffiths *Editor, The Lawyer, London*

Information

Date

16 – 17 September 2007

Venue

Hotel Bayerischer Hof
Promenadeplatz 2-6
80333 Munich, Germany
Tel: +49 89 21 200
Fax: +49 89 2120 906
e-mail: info@bayerischerhof.de

Language

All working sessions and conference materials will be in English.

How to register

Register online at www.ibanet.org/conferences/RiskManagementMunich and make payment by credit card, to avail of the ten per cent online registration discount or complete the attached registration form and return it to Sally Richards at the IBA together with your payment. You should receive e-mailed confirmation of your registration once payment has been received; if you do not then please contact Sally Richards at sally.richards@int-bar.org.

Fees

Online registrations received:

	<i>on or before</i>	<i>after</i>
	<i>6 August</i>	<i>6 August</i>
IBA member	£485	£575
Non-member **	£620	£710
Social function	£30	£30

Hard copy registration forms and fees received:

	<i>on or before</i>	<i>after</i>
	<i>6 August</i>	<i>6 August</i>
IBA member	£540	£640
Non-member **	£690	£790
Social function	£30	£30

** By paying the non-member fee, we welcome you as a Delegate Member of the IBA for the year in which this conference is held, which entitles you to the following benefits:

- 1 Password access to certain parts of the IBA website.
- 2 Receipt of IBA e-news and access to online versions of International Bar News.
- 3 Pay the member rate for any subsequent conference registrations for this calendar year.
- 4 Take advantage of IBA Member Rewards.

If you would like to become a Full or General Member of the IBA, which includes membership of one or more committees – and inclusion in and access to our Membership Directory – we encourage you to do so now in order to register for this conference at the ‘member rate’. Full details of how to join can be found at www.ibanet.org.

The IBA offers senior lawyers a discounted registration fee. Please contact the IBA office for further information.

1430 – 1500

Business continuity in the legal environment

- The challenges presented to law firms by the need for business continuity
- The expectations and requirements of clients
- Developing and testing plans
- Establishing supporting resources
- Building resilience in the organisation
- The emphasis on reputation

Speaker

Clive Restall *Global Business Continuity Manager, Allen & Overy LLP, London*

1500 – 1530 **Coffee / tea break**

1530 – 1600

The medium or smaller firm perspective

- How to manage risks effectively when you have limited resources
- Helping busy partners to juggle risk management priorities
- Withstanding the volume and weight of regulation

Michael Kutschera *Binder Grosswang, Vienna; Vice-Chair, Bar Issues Commission, IBA Public and Professional Interest Division*

1600 – 1630

Legal risks for law firms in emerging markets

The two speakers will talk from personal experience about some of the risks and challenges encountered by those founding new law firms in emerging markets. Both speakers have created new firms in Central and Eastern Europe and have experienced all the phases of those firms' growth, from establishment with a handful of people through to their current position as major players in their domestic markets. They are therefore able to offer some unique insights into these matters.

Speakers

Borislav Boyanov *Borislav Boyanov & Co, Sofia; Council Member, European Forum, IBA Legal Practice Division*

Tomasz Wardynski *Wardynski & Partners, Warsaw; Council Member, IBA Legal Practice Division; Council Member, European Forum, IBA Legal Practice Division*

1630 – 1700

The thread of convergence

Our speaker contends that the general counsel of sophisticated companies are highly sceptical when they hear talk about law firms providing seamless service across diverse offices, and that too many law firms are poor at understanding or delivering true added-value to their clients. Through practical examples drawn from his work with global companies as diverse as Unilever, British American Tobacco, Pfizer and Lehman Brothers, you will learn about rigorous approaches designed to protect your signature clients from defecting.

Speaker

Patrick McKenna *Principal, Edge International, Edmonton, Toronto*

1700 – 1730

Management of reputational and legal risks – lessons from a financial institution

Peter Kurer will divide his presentation into two parts. The first part will explore the ways in which major global financial institutions have had to respond to regulatory and other pressures forcing them to systematise their approach to risk management. Kurer will illustrate some of the processes and proceedings adopted by banks in this area. In the second half of his presentation, he will consider lessons which law firms can learn from banks and make some practical suggestions based on his previous experience as a lawyer in private practice prior to taking up his current position as general counsel for UBS.

Speaker

Peter Kurer *General Counsel, UBS, Zurich*

1730 **Closing remarks**

Stephen Denyer

1800 **Cocktail reception**

Hotel Bayerischer Hof

Information *(continued)*

Payment

Full payment must be received in order to process your registration.

Fees include

- Attendance at all working sessions
- Conference materials, including any available speakers' papers submitted to the IBA before 30 August
- Access to the above conference working materials from the IBA website (www.ibanet.org) approximately seven days prior to the conference
- Lunch on 17 September
- Tea and coffee during breaks
- Invitation to Hosted reception on Monday 17 September

Please note that registrations are not transferable.

List of participants

In order for your name to appear in the list of participants, which will be distributed at the conference, your registration form must be received by Wednesday 12 September at the latest.

Payment of registration fees

Pounds sterling: by cheque drawn on a UK bank and in favour of the International Bar Association. Please send to: 10th Floor, 1 Stephen Street, London W1T 1AT, United Kingdom.

OR by bank transfer to the IBA account number: 13270222 at the National Westminster Bank, St James's & Piccadilly Branch, (Sort Code 56-00-03), 208 Piccadilly, London W1A 2DG, United Kingdom or SWIFT address NWBKGB2L or IBAN GB05NWBK56000313270222. **Please ensure that a copy of the bank transfer details is attached to your registration form.**

Euro: by cheque converted at the current rate of exchange and in favour of the International Bar Association. **OR** by bank transfer to the IBA Bank Account Number 550/00/06570631 at the National Westminster Bank, St James's & Piccadilly Branch, (Sort Code 56-00-03), 208 Piccadilly, London W1A 2DG, United Kingdom SWIFT address NWBKGB2L or IBAN GB58NWBK60721106570631. **Please ensure that a copy of the bank transfer details is attached to your registration form.**

Continuing Professional Development / Continuing Legal Education

For delegates from countries where CPD / CLE is mandatory, the International Bar Association will be pleased to provide a Conference Certificate of Attendance which, subject to the exact CPD / CLE requirements, may be used to obtain the equivalent accreditation in your jurisdiction.

This conference has been accredited for CPD / CLE by the Law Society of England and Wales. Delegates should ask staff at the registration desk for information about how to obtain the hours.

US CLE

Accreditation has been approved by the New York State Bar and the State Bar of California.

US dollars: by cheque converted at the current rate of exchange and drawn on a US bank and in favour of the International Bar Association. Please send to: 10th Floor, 1 Stephen Street, London W1T 1AT, United Kingdom.

OR by bank transfer to the IBA account number: 01286498 at the National Westminster Bank, St James's & Piccadilly Branch, (Sort Code 56-00-03), 208 Piccadilly, London W1A 2DG, United Kingdom. **Please ensure that a copy of the bank transfer details is attached to your registration form.**

Credit card payments: by Visa, MasterCard or American Express. No other cards are accepted.

PLEASE ENSURE THAT YOUR NAME AND THE WORDS 'CON 46 Munich' APPEAR ON ANY TRANSFER OR DRAFT.

Cancellation of registration

If cancellation is received in writing at the IBA office by Monday 20 August, fees will be refunded less a 25 per cent administration charge. We regret that no refunds can be made after this date.

Travel arrangements and visas

Participants are responsible for making their own travel arrangements. It is recommended that you check your visa requirements with your local Embassy or Consulate. We are unable to send out letters supporting visa applications to embassies prior to receipt of your registration form and full payment of registration fees.

Please apply for your visa in good time.

Promotional literature

Please note that no individual or organisation may display or distribute publicity material or other printed matter during the conference, unless by prior arrangement with the IBA. Organisations and companies wishing to discuss promotional opportunities should contact the Sponsorship Department at the IBA sponsorship@int-bar.org.

Hotel accommodation

The IBA has reserved a limited number of guestrooms for the nights of 16-17 September inclusive at the Hotel Bayerischer Hof at the following rates:

Double room for single use: €320

Double room: €341

The above rates are quoted per room per night including 19% VAT, excluding breakfast.

Subject to availability, the rates quoted apply if booked by Monday 9 July 2007 via the official accommodation agent, Judy Lane Consulting (JLC). This is a limited block of rooms so please book early as rates and availability cannot be guaranteed.

To make a reservation:

- Complete the accommodation form and return to JLC as soon as possible to benefit from the special IBA rate:
JLC, PO Box 5098, Broadstone BH18 9WG
United Kingdom
Tel: +44 (0)1202 699 488
Fax: +44 (0)870 429 2125
Email: jlcoffice@btinternet.com

All reservations will be acknowledged, by email, within 48 hours of receipt. Bookings cannot be made without a credit card number. Any subsequent amendment to your reservation must be made in writing to JLC. If you do not receive e-mail confirmation of your reservation or amendment /cancellation, please contact JLC by telephone. Subject to availability, JLC can accept reservations up until Monday 9 July prior to the conference. Thereafter, all reservations should be made direct with the hotel, quoting IBA Conference as the reference.

Cancellations may be made up to 14 days prior to the arrival date. Thereafter, the hotel will make a penalty charge of one night's room rate and tax to your credit card. This will also apply to no-shows.

By completing the accommodation form, you enter into an agreement with the hotel regarding credit card guarantees, cancellation/no-show terms and conditions and room rates. Neither the IBA nor JLC can accept responsibility for hotel accommodation disputes between a delegate and the hotel.

Disabled access

The Hotel Bayerischer Hof is wheelchair accessible. Please notify us if you require special assistance.

The organisers may at any time, with or without giving notice, in their absolute discretion and without giving any reason, cancel or postpone the conference, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, neither the organisers nor any of their officers, employees, agents, members or representatives shall be liable for any loss, liability, damage or expense suffered or incurred by any person, nor will they return any money paid to them in connection with the conference unless they are satisfied not only that the money in question remains under their control but also that the person who paid it has been unfairly prejudiced (as to which, decision shall be in their sole and unfettered discretion and, when announced, final and conclusive).

Registration form

Risk Management for law firms – how to protect your law firm in today's high-stakes environment

Hotel Bayerischer Hof, Munich, GERMANY 16-17 September 2007

Please read the 'Information' section before completing this form and return it together with your payment, to Sally Richards at the address overleaf.

To obtain a ten per cent discount on the advertised fees please register online at www.ibanet.org/conferences/riskmanagemtmunich

Personal details (Please attach your business card or write in block capitals)

Title _____ Given name _____ Family name _____

Name as you wish it to appear on your badge (if different from above) _____

Membership number (if applicable) _____ Date of birth _____

Firm / Company / Organisation _____

Address _____

Tel _____ Fax _____ E-mail _____

Guest _____

Special dietary requirements _____

10 per cent discount available on all the fees below by registering online at www.ibanet.org/conferences/riskmanagemtmunich
IBA members can register online before 6 August at £485. Please see 'Information' for further details.

Registration form and fees received:	On or before 6 August	After 6 August	Amount Payable
IBA member	£540	£640	£
Non-member*	£690	£790	£

* By paying the non-member fee, we welcome you as a Delegate Member of the IBA for the remainder of the calendar year in which this conference takes place. This entitles you to the following benefits:

(1) Password access to certain parts of the IBA website. (2) Receipt of IBA e-news and access to online versions of International Bar News. (3) The member rate for any subsequent conference registrations for this calendar year. (4) Take advantage of IBA Member Rewards.

The IBA offers senior lawyers a discounted registration fee. Please contact the IBA office for further information.

Sunday 16 September Conference Dinner Number of tickets _____ @ £30 each £

Social function tickets reservations are subject to availability and cannot be guaranteed unless payment has been received before 1 June.

TOTAL AMOUNT PAYABLE £

Please note that registrations are not transferable

*** Join the IBA today and register for this Conference at the IBA member rate.**

Please find the IBA membership application on www.ibanet.org

Payment details

I enclose a cheque / bank draft made payable to the IBA for the total amount payable.

I have transferred to the IBA bank account the total amount payable and have attached a copy of the bank transfer details.

Please charge the total amount due to my Visa / Mastercard / American Express (Other cards are not accepted).

Card number _____ Start date _____ Expiry date _____

Name of card holder _____

Signature _____ Date _____

Where did you first hear about this Conference?

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

Please provide further details, quoting code (if applicable)

IBA listings are provided to third parties, are used for marketing purposes and are published on the internet and other internationally available networks and media. The IBA will treat your personal information with the utmost respect and in accordance with UK data privacy laws. Your details will however be included in the List of Participants, circulated at the conference and displayed within the Delegate Search of the IBA website.

If you do not want your details to be passed on, please tick the box

Please send the completed form to:

Sally Richards

International Bar Association

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

Tel: +44 (0)20 7691 6868 Fax: +44 (0)20 7691 6545 Fax: +44 (0)20 7691 6544

e-mail: sally.richards@int-bar.org website: www.ibanet.org

For office use only Payment _____ Banked _____ Processed _____

Accommodation form

Hotel Bayerischer Hof, Munich, GERMANY

Risk management for law firms – how to protect your law firm in today's high-stakes environment

16-17 September 2007

Please refer to the Hotel Accommodation section before completing this form.

Return to: JLC, PO Box 5098, Broadstone BH18 9WG, United Kingdom.

Tel: +44 (0)1202 699488 Fax: +44 (0)870 4292125 E-mail: jlcoffice@btinternet.com

Subject to availability, JLC can accept reservations up until Monday 9 July. Thereafter, please contact the hotel direct, quoting 'IBA Conference' as the reference.

Personal details (please print clearly in BLOCK CAPITALS)

Title _____ First name _____

Family name _____

IBA membership no (if applicable) _____

Firm/company/organisation _____

Address _____

Tel _____ Fax _____

E-mail _____

(Please print clearly as your reservation will be confirmed by email. If you do not receive confirmation of your reservation, please contact JLC by telephone.)

Accommodation requirements

Date of arrival _____ Date of departure _____

Double room for single use €320 Double room €341

Smoking Non-smoking

The above rates are quoted per room per night including 19 per cent VAT, excluding breakfast.

Any special requirements _____

(We will do our best to accommodate these requests but cannot make any guarantees)

Cancellations may be made up to 14 days prior to the arrival date. Thereafter, the hotel will make a penalty charge of one night's room rate and tax to your credit card. This will also apply to no-shows.

Accommodation guarantee

Reservations cannot be made without a valid credit card number. (Visa, MasterCard, AMEX, and Diners Club are accepted.)

By completing the accommodation form, you enter into an agreement with the hotel regarding credit card guarantees, cancellation/no-show terms and conditions and room rates. Neither the IBA or JLC can accept responsibility for hotel accommodation disputes between a delegate and the hotel.

Please charge my credit card: Visa MasterCard AMEX Diners Club

Card number _____ Expiry Date _____

Name on Card _____

Signature _____ Date _____

For office use only Date form recd _____ Date registration _____

Confirmation number _____ Comments _____

International Bar Association

the global voice of the legal profession

The **International Bar Association** (IBA), established in 1947, is the world's leading organisation of international legal practitioners, bar associations and law societies. The IBA influences the development of international law reform and shapes the future of the legal profession throughout the world. It has a membership of 30,000 individual lawyers and more than 195 bar associations and law societies spanning all continents. It has considerable expertise in providing assistance to the global legal community as well as being a source of distinguished legal commentators for international news outlets.

Grouped into two divisions – the **Legal Practice Division** and the **Public and Professional Interest Division** – the IBA covers all practice areas and professional interests, providing members with access to leading experts and up-to-date information. Through the various committees of the divisions, the IBA enables an interchange of information and views among its members as to laws, practices and professional responsibilities relating to the practice of business law around the globe. Additionally, the IBA's high-quality publications and world-class conferences provide unrivalled professional development and network-building opportunities for international legal practitioners and professional associates.

The IBA's **Bar Issues Commission** provides an invaluable forum for IBA member organisations to discuss all matters relating to law at an international level.

The IBA's **Human Rights Institute** works across the Association, to promote, protect and enforce human rights under a just rule of law, and to preserve the independence of the judiciary and the legal profession worldwide.

Other institutions established by the IBA include the **Southern Africa Litigation Centre** and the **International Legal Assistance Consortium**.

Law Firm Management Committee

The goal of the Law Firm Management Committee is to be a leading global commentator and provider of thoughtful, informative, practical and relevant programmes, seminars and articles on all aspects of law firm management for firms of all sizes in private practice. We provide lawyers with the practical tools that they need in order to enhance their practice, their business development skills and their management capabilities.

Broadly speaking, the committee deals with the economics, management and organisation of the practice of law and our programmes are designed to enhance the professional and personal rewards and satisfactions arising from the practice.

By joining the committee, you will also:

- have an outstanding opportunity to meet colleagues and industry experts from around the world – thereby benefiting from the exchange of experiences and knowledge; and
- receive by e-mail and in hard copy the committee's newsletter, which is a serious management 'journal' containing substantive articles on a wide range of contemporary issues dealing with practice development and lawyer and law firm management – the newsletter covers topics such as strategic planning; mergers; associations and networks; partner performance, reviews and remuneration; leadership; governance arrangements; organisational structures; profit enhancement and financial performance; lawyer attraction, retention, management and development; and marketing and business development.

European Forum

The European Forum was first established as the Eastern European Forum in 1989 to provide a forum for the exchange of information for lawyers developing their practice under rapidly changing legal systems, and also to act as a channel for IBA communication with the bar associations and individual lawyers in Eastern Europe. In 2004, prompted by the expansion of the European Union, the forum changed its name to European Forum to better reflect the focus of its work. Its work remains largely unchanged as regional conferences and roadshows, discounted legal publications and newsletters continue to provide detailed up-to-date information on legal developments in the region.



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Contact information:

International Bar Association

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

tel: +44 (0) 20 7691 6868 fax: +44 (0)20 7691 6544 email: member@int-bar.org website: www.ibanet.org

INTERNATIONAL LAW OFFICE

OFFICIAL ONLINE MEDIA PARTNER TO THE IBA
WWW.INTERNATIONALLAWOFFICE.COM