

TOKYO 19-24 OCTOBER 2014

ANNUAL CONFERENCE OF THE
INTERNATIONAL BAR ASSOCIATION



the global voice of
the legal profession®

PROGRAMME FOR YOUNG LAWYERS FROM DEVELOPING COUNTRIES TO ATTEND THE IBA ANNUAL CONFERENCE IN TOKYO

The IBA is granting a scholarship to selected bar associations to offer to young lawyers (up to and including the age of 35) in their jurisdiction who would like to attend the IBA Annual Conference, but who may find it financially impossible to do so. The scheme will be arranged between the IBA and the bar association or law society. Seven candidates will be chosen by the IBA to attend from each of the participating bar associations, along with a senior staff member from the bar such as Executive Director or International Liaison Officer.

The selection criteria for the programme is that candidates:

- Will be shortlisted by their local bar association or law society
- Should have over 3 years practice experience
- Are a current member of their Bar Association
- Must disclose if they are related to a member of staff at the bar association or an Officer of the IBA.
- Must not have attended a previous IBA Annual Conference
- Must write a short piece (maximum 500 words) on why they would like to attend the conference and what they hope to get out of it
- 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, 19-24 October 2014, Tokyo, Japan;
- a contribution towards a return economy flight to Tokyo;
- accommodation costs (room and breakfast) while attending the conference;
- A stipend of US\$50 a day

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

Application and Administration Process

To participate in the programme the member bar association must agree to undertake the following in relation to the applicants:

1. Select up to 14 applicants and ask them to complete the application form attached.
2. Check that all the application forms have been fully completed and submit them to Elaine Owen (elaine.owen@int-bar.org) at the IBA by **Friday 9 May 2014**.
3. In May, seven of the applicants from each bar will be selected for places at the conference by a selection committee formed of three bar association representatives who sit on the IBA Management Board.
4. The IBA will write to the bar association confirming which applicants have been successful by **13 June 2014** and the bar should communicate the decision to all the applicants.
5. The IBA will then confirm to each applicant, and provide a registration form for the conference to be submitted to the IBA office following the procedure set out. These forms should be sent directly to Elaine Owen 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 by no later than **25 July 2014** as the most favourable costs for flights will be available well in advance of the conference. Should they be unable to meet this payment directly at this point, the bar association or 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 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. To assist our hotel contractor, Judy Lane Consulting (JLC), in booking the rooms, the **bar association** will be asked to submit the names, address, email address and flight details (flight number, date and time of arrival and departure times) as outlined on the accommodation form. JLC will confirm the rooms directly to each delegate using the email address provided. The accommodation form will be sent out in June.
4. A stipend of US\$50 per day will be provided in cash at the registration area of the conference and a time will be set when this will be available.

Travel Insurance

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



APPLICATION FORM TOKYO 19–26 OCTOBER 2014

IBA Developing Bars Scholarship for Young Lawyers



Please type or complete in BLOCK CAPITALS

Each question must be answered in detail *continuing on a separate sheet if necessary*

Personal

Family name _____
First name _____
Date of birth _____ Age _____ Male Female
Nationality _____

Bar Association/Law Society Endorsement

Please supply name and address details

Name _____
Address _____
Street _____
City _____
Country _____ Postal / Zip code _____
Tel _____ Fax _____ Email _____

Signed: _____

Position at Bar: _____

Firm

Name of firm _____
Position within firm _____ Date of joining the firm _____
Address of firm _____
Street _____
City _____
Country _____ Postal / Zip code _____
Tel _____ Fax _____ Email _____
Address for correspondence (*if different from above*)
Street _____
City _____
Country _____ Postal / Zip code _____
Tel _____ Fax _____ Email _____

Education

Particulars of university education, including dates _____

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 _____

Language

Level of fluency in English (ie, fluent/good/working knowledge) _____

Do you speak any other foreign languages? _____

Other

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.

Please explain why you will require a scholarship to attend the 2014 IBA Annual Conference. Please outline the benefit to you in attending, and any additional benefit to your bar association or law firm (**max 500 word**). Please attach this on a separate document.

Signed _____ Date _____

The completed application form **must be returned to your bar** who will then forward all 14 applications to Elaine Owen by no later than **Friday 9 May 2014**. Applications received after this date may not be considered.

Bars will then submit the applications by email, fax or post to:

Elaine Owen

International Bar Association

4th Floor, 10 St Bride Street, London EC4A 4AD, United Kingdom

Tel: +44 (0)20 7842 0090 Fax: +44 (0)20 7842 0091 Email: elaine.owen@int-bar.org