

CO-
ORGANISERS



School of International Arbitration

CENTRE FOR COMMERCIAL LAW STUDIES



and the

Institute of World Business Law



International Chamber of Commerce

The world business organization

EVENT

invite you to the 23rd Annual Joint Symposium of Arbitrators on

TOPIC

Managing the Arbitral Process

PARTICIPANTS

Eminent arbitrators, practising lawyers and judges involved in arbitration, and lawyers in industry concerned with the arbitration process.

DATE

Monday 31 March 2008

JOINT
CHAIRMEN

Julian D M Lew QC, Visiting Professor and Head, School of International Arbitration; Barrister, 20 Essex Street, London, UK; C Council member of the ICC Institute of World Business Law

Serge Lazareff, Chairman, ICC Institute of World Business Law; Avocat à la Cour, France

PROGRAMME

Registration: 09:00 – 09.30

MORNING
SESSION

09:30 – 11.00

ISSUES
ADDRESSED

1. Establishing authority of Tribunal

Initial meeting of Tribunal

- Getting to know one another
- Agreeing modus operandi

Initial meeting with parties

- Establish relationships
- Agree structure and nature of process

Preliminary issues

- Lis pendens/res judicata
- Liability
- Applicable law
- Limitation/Prescriptions

DISCUSSION
LEADERS

Yves Derains, Derains & Associés, Paris; Council member of the ICC Institute of World Business Law

John Fellas, Hughes Hubbard & Reed LLP, New York

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|--------------------|---|
| COFFEE BREAK | 11.00 – 11.30 |
| MORNING SESSION | <p>2. Procedural Directions Get the show on the road</p> <ul style="list-style-type: none"> • Terms of reference • Terms of appointment of Tribunal/arbitrators • Memorandum of understanding • Procedural Directions/Order <p>Presentation of case</p> <ul style="list-style-type: none"> • Written submissions • Number of rounds • Content • Pre-hearing submissions/skeleton • Post hearing submissions <p>Witness statement and Expert reports</p> <ul style="list-style-type: none"> • Form and content • Time for filing <p>Documents</p> <ul style="list-style-type: none"> • Time for filing • Cross referencing from submissions / witness statements |
| 11.30 – 13.00 | |
| DISCUSSION LEADERS | <p>Christian Camboulive, Gide Loyrette Nouel, Paris Arthur Marriott QC, Dewey & LeBoeuf, London</p> |
| LUNCH BREAK | 13:00 – 14:15 |
| AFTERNOON SESSION | 14:15-15.30 |
| ISSUES ADDRESSED | <p>3. Organisational issues Hearing Arrangements</p> <ul style="list-style-type: none"> • Venue • Timetable • Translators/interpreters • Direct examination of witnesses • Allocation/division of time between the parties • Opening and closing statements • Transcripts <p>General matters</p> <ul style="list-style-type: none"> • Bundling • Numbering of documents • Indexes • “C” and “R” bundles • Chronology |
| DISCUSSION LEADERS | <p>Bernard Hanotiau, Hanotiau & van den Berg, Brussels; Council member of the ICC Institute of World Business Law Laurence Shore, Herbert Smith, London</p> |
| TEA BREAK | 15.30 – 15.50 |

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| AFTERNOON SESSION 15.50 – 17.15 | <p>4. Default, delayed and moribund proceedings</p> <ul style="list-style-type: none"> • Absence of a party/parties <ul style="list-style-type: none"> ○ Non-participation/cooperation ○ Continue with proceedings ○ Notices to defaulting party ○ Presentation by claimant ○ Examination of witnesses/experts by Tribunal • Non-payment of fees <ul style="list-style-type: none"> ○ Recourse to tribunal ○ Awards regarding payment advances • Delayed proceedings <ul style="list-style-type: none"> ○ Excessive pleading periods ○ Settlement discussions/mediation ○ Late participation |
| DISCUSSION LEADERS | <p>Fernando Mantilla-Serrano, Shearman & Sterling LLP, Paris Audley Sheppard, Clifford Chance LLP, London</p> |
| CLE/CPD | <p>ICC Events and SIA, Queen Mary University of London are eligible for CLE credit under New York's approved jurisdiction procedures, are a State Bar of California approved MCLE providers, and are Law Society and General Council of the Bar of England and Wales External CPD Course Providers.</p> |
| VENUE | <p>Herbert Smith, LLP Exchange House, Primrose Street, London EC2A 2HS</p> |

The *School of International Arbitration* was established in 1985 to promote advanced teaching and research in the law and practice affecting international arbitration. Today the School is widely acknowledged as the leading teaching and research centre on international arbitration in the world. Almost all its courses are at the post-graduate level. They can lead to an LLM degree, a dedicated Queen Mary diploma and a doctorate from the University of London. In its 20 year existence the School has had over 2,000 students from over 100 countries, from all over the world.

In 1985 the School of International Arbitration and the ICC Institute of International Business Law and Practice [now Institute of World Business Law] agreed to have an annual joint symposium on subjects of mutual interest. These symposia are intended for experienced arbitrators and arbitration lawyers to provide a forum for airing specific problems and exploring solutions. It is an informal setting in which both general and specific difficulties are discussed frankly. It is held annually in March alternately in London and Paris. In 1986 the first joint symposium was held in London on the subject of multiparty arbitration.

For more information contact:

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Please return the registration form and your payment to:
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ADMINISTRATIVE DETAILS

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| LIMITED NUMBERS | As the number of participants is limited those wishing to attend should complete the registration form below and return it together with payment as soon as possible. |
| ACCOMMODATION | Participants are responsible for making their own reservations. A list of hotels in London is available upon request. |
| REGISTRATION FORM | |
| DATE | Monday 31 March 2008 |
| VENUE | Herbert Smith , Exchange House, Primrose Street, London EC2A 2HS |
| 23rd Annual Symposium of Arbitrators: Procedural Issues | |
| NAME | (First:) (Family Name:) |
| POSITION | |
| COMPANY | |
| ADDRESS | |
| TELEPHONE | City:..... Country: |
| FACSIMILE | |
| EMAIL | |
| CONTRIBUTION TO COSTS | <i>Please tick the appropriate box</i> There is no registration fee as such, but a contribution to costs in the amount of £120 or €160 is made to cover costs. <input type="checkbox"/> £120 / <input type="checkbox"/> €160 |
| METHOD OF PAYMENT | - By cheque (in £s) made payable to CCLS Services Ltd - By credit card (2% surcharge): Mastercard/Visa. We do NOT accept American Express or - By wire transfer Card number Expiry date: |
| DATE | Name of cardholder..... |
| SIGNATURE | |

No refund is possible, but you may name an alternative delegate if you cannot attend