



the global voice of
the legal profession®

Bilim Raiymkulov
Kyrgyz Bar Association
Kyrgyzstan

31 May 2019

Dear Bilim Raiymkulov,

2019 Annual Conference of the International Bar Association
Seoul, South Korea, 22 – 27 September 2019

Thank you for coordinating the member applications from the Kyrgyz Bar Association for the IBA Developing Bars Programme for Young Lawyers. My understanding is that you have been selected as the accompanying Bar Executive to join successful applicants and we look forward to welcoming you to Seoul for the IBA Annual Conference!

1. Accompanying Bar Executive's participation in the Programme

- a waived Conference registration fee;
- a contribution of up to **£1,075** towards your economy airfare and ground transportation to and from the airport (see item 2 below for further details); (*)
- the IBA will reserve and pay for 7 nights hotel accommodation in Seoul (see item 3);

2. Travel and insurance arrangements

You will be responsible for making and paying for your own travel bookings (including transportation to and from the airport). We ask that you arrive on **Friday 20 September 2019** and suggest you depart on **Friday 27 September 2019**.

The IBA will reimburse airfare for journeys taking you directly to and from the Annual Conference. It will not cover detours that are not immediately related to the attendance of the Conference. If you have reason to take such a detour, this must be approved by the Divisions Department of the IBA, prior to making the booking. For cases that have not been agreed with the IBA beforehand, the IBA will either cover only the last leg of the journey travelling directly to and from the Conference, or deduct the estimated cost of an economy ticket for the unrelated leg(s) of the journey from the total amount reimbursed.

Please book your flight no later than **Friday 21 June 2019** in order that you can secure the most favourable costs, and have plenty of time to arrange a visa if necessary.

The IBA will reimburse you for your travel after the conference by bank transfer. Please send your bank details, including bank name, account number, the name of the account holder, IBAN number (if applicable) and swift code, along with a copy of your flight ticket (which

London

São Paulo

Seoul

The Hague

Washington DC

4th Floor, 10 St Bride Street, London EC4A 4AD, United Kingdom Tel: +44 (0)20 7842 0090 Fax: +44 (0)20 7842 0091 www.ibanet.org



the global voice of
the legal profession®

clearly states the amount you paid including taxes) and ground transportation receipts to us as soon after the conference as possible and by no later than **Friday 1 November 2019**.

Please note that you will be reimbursed a contribution of **up to £1,075** towards a return economy class airfare (and any ground transportation connected to the travel).

If you are unable to meet the flight cost directly at this point, please ask either your bar association or your law firm to assist as the IBA cannot make any reimbursement for these payments until after the conference. If you do not arrive at the conference, we cannot underwrite any cancelled flights.

Please check immediately with your nearest embassy or consulate to verify if a visa is required. **Please be sure to make arrangements for your visa as soon as possible.** This can be a lengthy process for some countries and it is better to get started right away. A visa letter will be available for download from your MyIBA account once you have completed the registration process. Please note the IBA takes no responsibility for medical and other risk insurance, which must be arranged at your own expense.

In order to provide you with a local visa invitation letter, please provide the following information to divisions@int-bar.org **as soon as possible**:

- Name (as shown in the passport)
- Date of birth ((YYYY/MM/DD))
- Passport number
- Nationality
- Law Firm/Organisation
- Position

3. Hotel accommodation

Your hotel accommodation has been booked from **Friday 20 September 2019 – Friday 27 September 2019** (i.e. 7 nights, departing on Friday 27 September). All Developing Bar Programme recipients will stay in the same hotel. The cost of accommodation and breakfast will be paid directly by the IBA to the hotel. Incidental costs, (e.g. all meals (other than breakfast), telephone calls, laundry, videos, room service) are for your own account and will not be paid by the IBA. Your account must be settled upon departure. Details of the hotel are as follows:

ibis Styles Ambassador Seoul Gangnam
431 Samseong-ro
Gangnam-gu
Seoul 06195

In order for the IBA to confirm your hotel reservation, please provide a copy of your travel documents for your flight to Seoul and visa (should you need to apply for one) by no later than **Friday 9 August 2019**. If we do not receive these documents from you by this date, we reserve the right to withdraw the award.

London

São Paulo

Seoul

The Hague

Washington DC

4th Floor, 10 St Bride Street, London EC4A 4AD, United Kingdom Tel: +44 (0)20 7842 0090 Fax: +44 (0)20 7842 0091 www.ibanet.org



the global voice of
the legal profession®

The IBA will be reserving your room through our hotel contractor, Judy Lane ICS, who will then confirm the rooms directly to you using the email address provided on your conference registration form.

4. Conference programme

The address of the Conference Headquarters is:

**COEX Convention & Exhibition Center
513, Yeongdong-daero
Gangnam-gu
Seoul 06164
South Korea**

We will arrange a short meeting of all those on the Young Lawyers Programme on Sunday 22 September at the conference centre – room and time to be confirmed. At that meeting we will provide you with your stipend for the week, and details of the social programme that is available to you. Should you not be able to attend that meeting, your stipend will be available from 2pm on Monday 23 September at the 'Speakers' desk' which is usually at the very end of the registration area.

We would also like to encourage you to attend **the IBA Global Networking Hub: taking place on Sunday 22 September** and the **Young Lawyers Introductory Session** taking place on **Monday 23 September**, as both are valuable networking events for young lawyers attending an IBA conference for the first time.

5. Young Lawyers Training Course

The Developing Bar Programme recipients will receive free registration to the IBA's Young Lawyers' Training Course on Saturday 21 September, however, as the Bar Executive, you will not be required to attend this course and will therefore not receive a waived registration.

6. Bar Executives Programme

As the representative of your bar, we would like to issue a special invitation to you to participate in the Bar Executives Programme in Seoul, which will take place on the morning of **Tuesday 24 September**. This programme is for CEO's, bar association executives, international liaison officers and others who are responsible for the day-to-day running of their association and international project work. It is a programme made by our 'Bar Executive Officers' Committee which will go forward to plan its own agenda and future programmes. I will provide you with further details as we approach the date.

London

São Paulo

Seoul

The Hague

Washington DC

4th Floor, 10 St Bride Street, London EC4A 4AD, United Kingdom Tel: +44 (0)20 7842 0090 Fax: +44 (0)20 7842 0091 www.ibanet.org



the global voice of
the legal profession®

7. Confirmation of Acceptance

Finally, please confirm your acceptance by email reply **before Friday 14 June 2019**. If you are no longer able to attend the Annual Conference, please notify us immediately.

Additional information

If you have any queries about the process or the programme, please do not hesitate to contact us at divisions@int-bar.org.

We look forward to seeing you in Seoul!

With kind regards,

Becca Verhagen

A handwritten signature in black ink, appearing to read "Becca Verhagen".

Head of Bar Issues Commission
Support to the President

London

São Paulo

Seoul

The Hague

Washington DC

4th Floor, 10 St Bride Street, London EC4A 4AD, United Kingdom Tel: +44 (0)20 7842 0090 Fax: +44 (0)20 7842 0091 www.ibanet.org