



Vienna 4–9 October 2015

ANNUAL CONFERENCE OF THE INTERNATIONAL BAR ASSOCIATION



IBA Bar Programme for Young Lawyers to attend the IBA Annual Conference in Vienna

The IBA is offering 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. Up to seven candidates will be chosen by the IBA from a shortlist of fourteen from each participating bar association. An eighth place will be available for a senior staff executive from the bar such as the Executive Director or International Liaison Officer.

The selection criteria for the programme is that candidates:

- Will be shortlisted by their 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, 4–9 October 2015, Vienna, Austria
- a contribution towards a return economy flight to Austria
- accommodation costs (room and breakfast) at a selected hotel while attending the conference. This will be organised by the IBA;
- A stipend of \$50 a day

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



APPLICATION AND ADMINISTRATION PROCESS

The programme will run as follows. Please see the responsibilities of each party in bold:

1. Select up to 14 applicants and ask them to complete the application form attached. **Local Bar Association**
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 17 April 2015**. **Local Bar Association**
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. **IBA**
4. The IBA will write to the bar association confirming which applicants have been successful by **19 June 2015** and the bar should communicate the decision all the applicants. **IBA/Local Bar Association**
5. The IBA will then confirm to each successful applicant, and provide a registration form for the conference to be submitted to the IBA office. 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 no later than by **31 July 2015** as the most favourable costs for flights will be available well in advance of the conference. Should a delegate 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 organized 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) together on one accommodation form. JLC will confirm the rooms directly to each delegate using the email address provided.
4. A per diem of \$50 per day will be provided in cash at the conference during a scholarship delegates welcome meeting and details will be sent out about this nearer the time.

TRAVEL INSURANCE

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



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IBA Developing Bars scholarship for young lawyers

APPLICATION FORM

PLEASE TYPE OR COMPLETE IN BLOCK CAPITALS
EACH QUESTION MUST BE ANSWERED IN DETAIL, CONTINUING ON A SEPARATE SHEET IF NECESSARY

Personal

First/given name _____
Family name _____
Date of birth (DD/MM/YY) _____ Age _____ Male Female
Nationality _____

Bar Association/Law Society Endorsement

Name _____
Address _____
City _____ Country _____
Postal/Zip code _____ Tel _____
Fax _____ Email _____
Signed _____
Position at Bar _____

Firm

Name of firm _____
Position within firm _____ Date of joining _____
Firm address _____
City _____ Country _____
Postal/Zip code _____ Tel _____
Fax _____ Email _____

Address for correspondence (if different from above)

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) _____

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 2015 IBA Annual Conference. *Please outline (on a separate sheet) the benefit to you in attending, and any additional benefit to your bar association or law firm (max 500 words).*

Signed _____ Date _____

The completed application form **must be returned to your bar** who will then forward all applications to Elaine Owen by no later than **Friday 17 April 2015**. Applications received after this date may not be considered. Documents should be submitted by email ideally, or by fax or post to:

Elaine Owen

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

Email: elaine.owen@int-bar.org