



# **GUIDELINES FOR THE SELECTION OF HOST AND THE HOSTING OF ICCA CONGRESSES**

**Current from June 2025\***

\*Note: Table in paragraph 53 and Annex A were updated in September 2025 to reflect the Kluwer price matrix for the 2030 Congress Book (replacing the previously published 2028 prices).

## **GUIDELINES FOR THE SELECTION OF HOSTS AND THE HOSTING OF ICCA CONGRESSES**

### **A. Introduction**

1. ICCA Congresses (“Event”) are a co-operation between the International Council for Commercial Arbitration (“ICCA”)/ICCA Foundation Inc. and a hosting organisation (“Host”). The Host may comprise any combination of arbitration practitioners, arbitral institutes, arbitration associations, relevant Government bodies or any other relevant entity or interest group.
2. Generally, the Host is directly responsible for the organisation, administration and marketing of the Event, while the programme and the list of speakers are determined exclusively by ICCA (in the persons of ICCA’s President and other Members of the Governing Board). The Host is not the agent of ICCA or ICCA Foundation Inc. in any respect as regards the Event or for any other reason at any time.
3. The purpose of these Guidelines for the Selection of Hosts and Hosting of ICCA Congresses (“Guidelines”) is three-fold: i) to provide pre-qualification guidelines to potential Hosts as to the main criteria on which a bid should be based; ii) to provide guidance to the ICCA Governing Board in the selection of a Host; and iii) to outline the responsibilities and rights of the Host, ICCA and ICCA Foundation Inc. in terms of preparing and conducting the Event, related meetings and publications, as well as fees and costs.
4. These Guidelines may be amended or updated from time to time.

### **B. Choice of Host for the Event**

5. A prospective Host presents its candidacy at a Meeting of the ICCA Governing Board (“Governing Board Meeting”), normally four years before the planned date of the Event. Lobbying will disqualify a prospective Host.

#### ***Lobbying***

6. A prospective host that engages in lobbying or seeks to influence members of the ICCA Governing Board or ICCA Foundation Inc. to vote in its favour, including by offering gifts of any kind or any monetary or non-monetary advantage, will be disqualified. Informing the general public of the fact that a prospective host is presenting a bid to ICCA is not considered lobbying or disqualifying conduct. However, campaigns designed to influence members of the ICCA Governing Board or ICCA Foundation Inc., including generating support on social media, advertising the merits of a prospective host or generating petitions in support, are not encouraged.
7. If at any time a prospective Host and each of its respective officers, directors, employees, agents, distributors, and other individuals or entities acting for or on behalf of the Host (collectively, the “Relevant Persons”) violates the provisions in paragraph 6 above, the Governing Board shall retain the right to apply sanctions to a prospective Host in the event of breach, including suspension from participating in future bids.

***Pre-qualification***

8. Five months before the Governing Board Meeting, a prospective Host submits an outline of its candidacy with supporting materials to the President for referral to the Congress Committee (a subcommittee of the ICCA Governing Board) for pre-qualification screening. The outline should not exceed 25 pages, including any charts/tables/photographs, and should include the following information:
- (a) Structure and make-up of the prospective Host;
  - (b) How the hosting of the Event could promote the use and improvement of the processes of arbitration, conciliation and other forms of dispute resolution, and strengthen the rule of law, in general and in particular in the region where the prospective Host is located, bearing in mind ICCA's commitments to diversity and inclusion;
  - (c) Budget;
  - (d) Support – financial and in-kind – from the regional/national arbitration community, broader legal and business communities, judiciary and government;
  - (e) Event meeting facilities (including for plenary sessions, break-out sessions and ICCA Meetings) ("Event Venues") and hotels;
  - (f) The extent and dependability of available transportation and communications systems; and
  - (g) The accessibility of Event Venues, hotels and transportation for people with disabilities, health conditions or impairments.

The prospective Host is encouraged to consider the IBA/ICCA Conference diversity checklist in the make-up of the prospective Host, and in preparing its pre-qualification bid and final proposal.

The pre-qualification bid is not to include letters of support or videos. The Congress Committee may ask questions and request further information.

9. The ICCA Congress Committee recommends whether to accept the pre-qualification of each candidate. The Executive Body makes a pre-qualification decision communicated to each prospective Host in writing, at least three months before the Governing Board Meeting. The Executive Body decision is final.

***Final proposals***

10. Each pre-qualified prospective Host must submit its final proposal to the President of ICCA for referral to the Congress Committee, one month before the Governing Board Meeting.
11. The final proposal of each pre-qualified prospective Host consists of an electronic document not exceeding 80 pages, including any charts/tables/photographs. The final proposal should contain full details concerning:
- (a) Structure and make-up of the prospective Host;
  - (b) How the hosting of the Event could promote the use and improvement of the processes of arbitration, conciliation and other forms of dispute resolution, and strengthen the rule of law, in general and in particular in the region where the prospective Host is located;

- (c) Budget;
- (d) Committed financial and in-kind support – set out in letters or emails to be included – from the regional/national arbitration community, broader legal and business communities, judiciary and government;
- (e) Programme of Host-sponsored plenary and social events, including possible key-note speaker(s);
- (f) Event Venues and hotels;
- (g) Available transportation and communications systems; and
- (h) The accessibility of Event Venues, hotels and transportation for people with disabilities, health conditions or impairments.

The final proposal may include letters of support but is not to include videos. The Congress Committee may revert with questions and/or requests for further information from each prospective Host.

***Governing Board Meeting presentations and choice of Host***

- 12. At the Governing Board Meeting, each prospective Host will have 15–20 minutes to present its bid, with 5 minutes within this time reserved for questions. The ICCA Bureau will notify the bidders as to the exact amount of time and order of presentations in advance of the Meeting. The delegation for each prospective Host should not exceed 4 persons, should be diverse in its composition, and should include at least one leading member of the proposed Host. Each prospective Host should provide its final proposal in electronic format for the convenience of Governing Board Members at the Meeting. Slide shows are welcome but must be based on the final proposal submitted one month prior and may not contain new information. Videos are not to be presented.
- 13. The ICCA Governing Board will consider, inter alia, the following criteria (not necessarily listed in order of importance):
  - (a) Structure and corporate identity of the prospective Host;
  - (b) Financial strength of the prospective Host including its capacity to source funding for distinguished judges and/or academics for air tickets to and from the Event and living expenses at the Event;
  - (c) Support of the younger generation of arbitration practitioners;
  - (d) The domestic and international reputation of the prospective Host and how the Host could promote the use and improvement of the processes of arbitration, conciliation and other forms of dispute resolution, and strengthen the rule of law, in general and in particular in the region where the prospective Host is located;
  - (e) Support or cooperation of the government authorities;
  - (f) Support of the local and regional arbitration community, including but not limited to arbitration users, law firms, arbitral institutions and other related entities and individuals;
  - (g) Travel access to the Event destination;
  - (h) Travel facilities for Event participants at the destination;

- (i) Event meeting facilities (including for plenary sessions, break-out sessions and ICCA Meetings);
  - (j) Event hotel(s) (including proximity to Event Venues);
  - (k) The accessibility of Event Venues, hotels and transportation for people with disabilities, health conditions or impairments;
  - (l) The venues for the events required under para. 20 below;
  - (m) Geographic diversity of Events (including whether previous Events have been held in the same region);
  - (n) Intentions of the prospective Host as regards any surplus arising from the Event;
  - (o) Proposal of the prospective Host to increase inclusivity of Congress attendees, such as discounts, fee waivers or scholarships for categories such as young practitioners and practitioners resident in underrepresented or designated jurisdictions or from an underrepresented background;
  - (p) Intentions of the prospective Host as regards the best-efforts obligation in paragraph 74 below;
  - (q) The prospective Host's ability to abide by the anti-bribery and corruption obligations provided in paragraphs 65-68 below; and
  - (r) Willingness and ability of the prospective Host to meet the requirements set out in these Guidelines.
14. At the close of presentations, the Governing Board will proceed to discuss the final proposals and to vote. Governing Board members who are nationals of any pre-qualified prospective Host must recuse themselves from voting. Notwithstanding the above, Governing Board members should not actively support any of the bids. Following its vote, the Governing Board will make a recommendation to the board of ICCA Foundation Inc. The board of ICCA Foundation Inc. will then make a decision and choose the Host between the pre-qualified prospective Hosts.
  15. The Governing Board retains complete discretion in deciding which pre-qualified prospective Host to recommend and the board of ICCA Foundation Inc. retains complete discretion in choosing the Host from among the pre-qualified prospective Hosts. Having regard to rule 13(m) above, special consideration will be allocated to how the Event is designed to support or develop the national or regional arbitration community.
  16. After the board of ICCA Foundation Inc. makes a decision, representatives of all pre-qualified prospective Hosts will be invited back to the Governing Board Meeting, where the President of ICCA will announce which prospective Host has been selected.
  17. Following selection of the Host, a contract will be drawn up between ICCA Foundation Inc. and the Host reflecting closely the text of these Guidelines.
  18. In the absence of extraordinary circumstances, the decision for the selection of the Host is final.

**C. Programme and Speakers for the Event**

19. After a Host is selected, ICCA will designate a committee (“Programme Committee”) headed by a Chair or two to three Co-Chairs (“Programme Committee Chair” or “Programme Committee Co-Chairs”) who will draft a programme and compile a list of speakers for the Event. ICCA, in consultation with the Programme Committee Chairs/Co-Chairs, will make all final decisions in respect of the programme and list of speakers.
20. At a minimum, the programme must include the following social/ceremonial events:
  - (a) an opening event;
  - (b) a closing ceremony and handover completing the substantive programme;
  - (c) a dinner for Members and Advisory Members of the ICCA Governing Board and ICCA Bureau members (“ICCA Governing Board Dinner”);
  - (d) a dinner for participants at the Event (“Event Dinner”);
  - (e) a training event for young practitioners to be organized by Young ICCA and sponsored by the Host as a Young ICCA event (see Section N below); and
  - (f) a social event (such as an after-party) to be designated and sponsored by the Host as a Young ICCA event.

**D. ICCA Meetings**

21. Meetings of the ICCA Foundation Inc. Board, the ICCA Executive Body, the ICCA Governing Board and ICCA’s governance committees (“ICCA Meetings”) are held in conjunction with the Event.
22. The Host is responsible for obtaining the venue(s), for providing refreshments and lunch for the ICCA Meetings at the Host’s own cost, and for making an audio recording of the ICCA Governing Board meeting for ICCA’s sole use, at the Host’s own cost, in consultation with ICCA. For the ICCA Meetings, the Host is responsible, at its cost, for providing microphones, headphones or earpieces, a screen and laptop for PowerPoint presentations, and for arranging conference call facilities with a reasonable number of telephone and/or video dial-ins.
23. During the Event, appropriate provisions shall be made for the ICCA general membership, including but not limited to the creation of an ICCA Members’ Lounge at Event Venues. The ICCA Members’ Lounge shall include a business centre, fast Wi-Fi, charging stations, comfortable seating and snacks. Three small or medium-sized meeting rooms, situated centrally to the main Event Venues, shall be made available for reservation by ICCA members free of charge.

**E. Registration Fees**

24. In order to attend the Event, and subject to paragraph 29 below, participants must pay to the Host a registration fee (“Registration Fee”), determined by the Host in consultation with ICCA (such participants being referred to as “Paying Participants”). The Host is solely responsible for any liability for VAT or similar sales tax which may be

applicable to the Registration Fee or any other aspect of the Event. Further, the Host must ensure that its registration documentation or system makes apparent that any contract or legal relationship in relation to the Event arises between the participant and the Host, and not ICCA or ICCA Foundation Inc. In addition to attendance at the Congress and at social events (other than the Event Dinner in case a separate Event Dinner Fee is charged), the Registration Fee shall entitle each Paying Participant to a copy of the Congress Book (as to which, see further paragraphs 50-58 below).

25. Paying Participants who are Members or Advisory Members of the ICCA Governing Board and/or General Members of ICCA shall be entitled to a 10% discount on the Registration Fee ("Member Discount").
26. In addition to the Member Discount, the Host may determine in consultation with ICCA to discount the Registration Fee for those Paying Participants who register for the Event prior to a certain date ("Early Bird Discount").
27. The Host, in consultation with ICCA, may decide that other special categories of participants be granted special discounts on the Registration Fee ("Discounted Participants").
28. Agreed ICCA grant recipients ("Grant Recipient Participants") (including the winner of the ICCA Guillermo Aguilar-Alvarez Memorial Prize and Inclusion Fund recipients) will be afforded the registration rate of one half of the Early Bird Discount Registration Fee.
29. Students, full-time academics and judges will pay one half of the Early Bird Registration Fee. The Registration Fee is waived for the following participants ("Non-Paying Participants"):
  - (a) Event speakers, moderators and rapporteurs (the maximum number of which will be determined jointly by the Programme Committee together with the Host);
  - (b) the Programme Committee Chair/Co-Chairs;
  - (c) a maximum of six members of the ICCA Bureau;
  - (d) a maximum of three Young ICCA Co-Chairs;
  - (e) a maximum of five staff of the Permanent Court of Arbitration ("PCA");
  - (f) a maximum of three representatives of Kluwer Law International ("Kluwer");
  - (g) a maximum of ten guests to be designated by the ICCA President; and
  - (h) prominent guests, sponsors and others selected by the Host, the maximum number of which will be determined by ICCA.
30. Paying Participants, Grant Recipient Participants, Discounted Participants and Non-Paying Participants (referred to collectively as "Participants") shall be included in any List of Participants distributed at the Event.
31. The Host shall use its best efforts to secure block bookings of rooms at a range of price points in suitable hotels, which rooms shall be made available for booking by Participants through the website set up by the Host for registration.
32. The Host is responsible for the cost of return economy class airfares between any European international airport and the Event Venues, as well as for the costs of

accommodation for four nights at the Event hotel, for up to six members of the ICCA Bureau.

**F. ICCA's Fee Share and ICCA's Profit Share**

33. Within six months after the Event, the Host must pay to ICCA Foundation Inc. an amount representing 15% (fifteen per cent) of the total amount of Registration Fees paid, net of any applicable VAT or other analogous tax, to the Host by Paying Participants and Discounted Participants ("ICCA's Registration Fee Share"). Where the Member Discount, Early Bird Discount and/or any other agreed discount category has been applied to the Registration Fee, ICCA's Registration Fee Share shall be calculated in those instances on the basis of the Registration Fee before the application of any Member Discount, Early Bird Discount and/or other agreed discount category.
34. As an exception to the provision in paragraph 33 above, ICCA's Registration Fee Share shall be calculated on the basis of the discounted Registration Fee with regard to students, full-time academics, judges and others as agreed in consultation between ICCA and the Host referenced in paragraph 29 above. As a further exception to the provision in paragraph 33 above, no fee share is payable to ICCA in respect of agreed Grant Recipient Participants.
35. Unless compelling circumstances dictate otherwise with regard to the timing of the payment, and in addition to ICCA's Registration Fee Share, within six months after the Event, the Host must pay to ICCA Foundation Inc. an amount representing 25% (twenty-five per cent) of any profit made on the Event by the Host, net of any applicable VAT or other analogous tax ("ICCA's Profit Share"). If more than a total of 1000 Paying Participants, Grant Recipient Participants and Discounted Participants register for the Congress, ICCA's Profit Share increases to 30%.
36. ICCA's Registration Fee Share and ICCA's Profit Share shall be audited at the expense of the Host and paid by the Host to ICCA Foundation Inc. clear and free of any bank charges, tax, deduction or withholding that may be levied or charged on ICCA's Registration Fee Share or ICCA's Profit Share in the jurisdiction of the Host/the Event. The Host is to bear and pay any such tax, deduction or withholding, whether or not ICCA is liable for such sum.

**G. Event Dinner and Event Dinner Fees**

37. The Host is responsible for organising the Event Dinner, in consultation with ICCA.
38. In order to attend the Event Dinner, and subject to paragraph 29 of these Guidelines, Participants must pay to the Host a dinner fee ("Event Dinner Fee"), determined by the Host in consultation with ICCA.
39. Any Member or Advisory Member of the ICCA Governing Board, his/her accompanying person attending the Event Dinner and ICCA Bureau members, are not required to pay the Event Dinner Fee. The Host shall bear and pay the costs of any Member or Advisory Member of the ICCA Governing Board, his/her accompanying person attending the Event Dinner and ICCA Bureau members.



40. Where the Event Dinner is charged separately from the Registration Fee, General Members of ICCA are not necessarily entitled to a 10% discount on the Event Dinner Fee. The same principle should apply to Grant Recipient Participants, Discounted Participants and Non-Paying Participants.

**H. ICCA Governing Board Dinner**

41. The Host, in consultation with ICCA, is responsible for organising the ICCA Governing Board Dinner. The appropriate level of formality and cost for the ICCA Governing Board Dinner shall be decided between the Host and ICCA.
42. The Host is to bear and pay the costs of the ICCA Governing Board Dinner, including the costs of any Member or Advisory Member of the ICCA Governing Board and his/her accompanying person attending the ICCA Governing Board Dinner.

**I. Marketing and Event Website**

43. The Host is responsible for the costs of marketing the Event, as well as establishing and maintaining a dedicated website for the Event ("Event Website") which is to include information concerning the programme and accommodation, as well as registration and payment of Registration Fees. The Event Website should be released at the latest one year prior to the Event.
44. ICCA shall promptly publish on the website maintained by ICCA ("ICCA Website") details of the Event provided by the Host to ICCA and add a link to the Event Website.

**J. Event Recordings**

45. In consultation with ICCA, the Host shall arrange for the Event to be recorded, including by way of photographs and full audio-visual recording ("Event Recordings"), the costs of which the Host is to bear and pay. The Event Recordings shall include the opening and closing events as well as every session of the substantive programme.
46. A copy of the Event Recordings produced pursuant to the arrangements described in paragraph 45 above shall be provided to ICCA as soon as practicable following their production. ICCA retains the right to publish, including on the ICCA Website, the Event Recordings in advance of the Host. Any publication of the Event Recordings by the Host, including on the Event Website, may take place only upon agreement in writing between the Host and ICCA/ICCA Foundation Inc.
47. ICCA is responsible for obtaining any necessary permission from and/or providing any necessary notice to speakers, moderators, rapporteurs and/or Participants for the purposes of the Event Recordings. The Host is responsible for obtaining any necessary permission from and/or providing any necessary notice to Participants for the purposes of the Event Recordings.

## K. Event Costs

48. Without limitation and in addition to any of the costs specified in paragraphs 22, 23, 24, 32, 37, 42, 43, 45, 46 of these Guidelines, the Host is to bear all costs arising from and relating to the Event, including any cost for premises, staff, equipment, handling of papers submitted to the conference, participants' files, insurance, security, interpretation (if a language other than English is required) ("Event Costs").
49. To the extent that the Event Costs are greater than the Registration Fees and the Event Dinner Fees paid to the Host after deducting ICCA's Registration Fee Share, the Host remains responsible for any such Event Costs.

## L. Congress Book

50. Each Paying Participant shall be provided with a copy of the Congress Book, in either print or digital format. Paying Participants will receive a physical copy of the Congress Book by default, unless they specifically opt into the alternative of receiving the Congress Book in digital format. All decisions with regard to the digital and hard copy formats, choice of format by delegates, and distribution of the Congress Book will be made by ICCA Publications.
51. The Host will provide ICCA Publications with the names and email addresses, as collected during the registration process, for all Paying Participants to be provided with a copy of the Congress Book according to paragraph 24 above.
52. Distribution of the Congress Book by Kluwer will take place after Kluwer has received payment from the Host for the bulk purchase order. The Congress Book is ordinarily distributed 12 to 18 months after the Event.
53. Kluwer has advised the following price matrix for the 2030 Congress, to be published as Congress Series No. 25:

	600+ copies	700+ copies	800+ copies	900+ copies	1,000+ copies	1,100+ copies	1,200+ copies
500+ pages	€ 83	€ 76	€ 69	€ 63	€ 57	€ 52	€ 47
600+ pages	€ 92	€ 83	€ 76	€ 69	€ 63	€ 57	€ 52
700+ pages	€ 101	€ 92	€ 83	€ 76	€ 69	€ 63	€ 57
800+ pages	€ 111	€ 101	€ 92	€ 83	€ 76	€ 69	€ 63
900+ pages	€ 122	€ 111	€ 101	€ 92	€ 83	€ 76	€ 69
1,000+ pages	€ 134	€ 122	€ 111	€ 101	€ 92	€ 83	€ 76
1,100+ pages	€ 148	€ 134	€ 122	€ 111	€ 101	€ 92	€ 83
1,200+ pages	€ 162	€ 148	€ 134	€ 122	€ 111	€ 101	€ 92

54. The bulk purchase price of the Congress Book is determined by Kluwer in consultation with the General Editor ICCA Publications, on the basis of the number of pages and copies. A discount may be offered by Kluwer for digital copies.
55. The Host is to receive 25 complimentary copies of the Congress Book.

56. The General Editor is responsible for determining the content and publication of the Congress Book. The Host may not be involved with or make any arrangements for determining the content and publication of the Congress Book, including any marketing and/or advertising.
57. All papers produced for or delivered during the Event are to be sent directly by speakers and other contributors to ICCA Publications in The Hague.
58. All copyright in the Congress Book remains the exclusive property of ICCA Foundation Inc. The Host must take appropriate actions in order to secure and protect ICCA's copyright, including but not limited to obtaining waivers and/or consent from speakers concerning their papers, presentations and recording of their presentations.

## **M. Kluwer**

59. ICCA Foundation Inc. has the exclusive rights to publish, including on-line, any of the proceedings or papers from the Event. A number of those rights have been licensed to Kluwer.
60. Kluwer (or its successor in interest) will be permitted to exhibit at, and attend with at least three representatives, the Event free of charge. Kluwer (or its successor in interest) will be offered exhibition space free of charge and be given first choice of location for such exhibition space. Kluwer (or its successor in interest) will be included in the list of sponsors on the Congress website and in the programme book free of charge.

## **N. Young Practitioner Events**

61. An event for young practitioners will be held in conjunction with the Event, namely a skills training workshop, or parallel skills training workshops, taking place over approximately a half day following the last morning of the Event for 50 to 100 participants organised by Young ICCA and traditionally held at the same venue as the Event ("Young ICCA Workshop").
62. The Host, in consultation with Young ICCA, is responsible for organising the Young ICCA Workshop, including timing, venue, registration and sponsorship. Information concerning the programme and registration for the Young ICCA Workshop will be included by the Host on the Event Website and included as part of the programme.
63. The Host shall be responsible for providing the venue and covering the costs of refreshments for the Young ICCA Workshop.
64. Photography and videography arrangements made for the provision of Event Recordings shall apply to the Young ICCA Workshop.

## **O. Anti-Bribery & Corruption**

65. In order for a prospective Host's candidacy to be considered, the prospective Host must represent and warrant in writing to ICCA Foundation Inc. that (a) the Relevant Persons have not, in connection with the Host's work to be performed in connection with the

Event, directly or indirectly violated or taken, and shall not directly or indirectly violate or take, any act in furtherance of violating any provision of the U.S. Foreign Corrupt Practices Act of 1977 (as amended) or any other anti-corruption or anti-bribery laws or regulations applicable to the Host or ICCA Foundation Inc.; and (b) the Relevant Persons have not, in connection with the Host's work to be performed in connection with the Event, directly or indirectly taken, and shall not directly or indirectly take, any act in furtherance of any payment, gift, bribe, rebate, loan, payoff, kickback, or any other transfer of value – or offer, promise, or authorization thereof – to any individual or entity, including any Government Official, for the purpose of: (i) improperly influencing or inducing such individual or entity to do or omit to do any act or to make any decision in an official capacity or in violation of a lawful duty; (ii) inducing such individual or entity to influence improperly his or her or its employer, public or private, or any Governmental Entity, to affect an act or decision of such employer or Governmental Entity, including to assist any individual or entity in obtaining or retaining business; or (iii) securing any improper advantage (e.g., to obtain a tax rate lower than allowed by applicable law). If at any time any Relevant Person violates the provisions of this paragraph 63, ICCA Foundation Inc. shall have the right to terminate the Host's role as Host of the Event.

66. The Host shall inform ICCA Foundation Inc. (a) before making payments of any kind or providing anything of value to a Government Official and (b) if any of the Relevant Persons or their affiliates take any official office or position in a Governmental Entity.
67. ICCA and ICCA Foundation Inc. shall bear no responsibility and cannot be held liable for any conduct of any party retained by the Host.
68. For purposes of paragraphs 65-67 above, (a) "Governmental Entity" shall mean any transnational, multinational, domestic, or foreign federal, state, provincial, or local governmental, regulatory or administrative authority, instrumentality, department, court, arbitrator, agency, commission or official, including any political subdivision thereof, any state-owned or state-controlled enterprise, or any non-governmental self-regulatory agency, commission or authority and (b) "Government Official" shall mean any: (i) officer, employee, or other individual acting for or on behalf of any Governmental Entity or public international organization; or (ii) holder of or candidate for public office, political party, or official thereof or member of a royal family, or any other individual acting for or on behalf of the foregoing.

**P. Collaboration with ICCA Publications**

69. The prospective Host shall explore with ICCA appropriate ways of contributing to ICCA's publications.
70. If the prospective Host includes an institution that administers arbitrations, such an institution agrees when submitting its bid to enter into an agreement with ICCA where possible to provide ICCA Publications with a selection of arbitral awards to be included in the ICCA Awards Series. Such an agreement would be entered into in parallel with the finalization of the hosting agreement between ICCA and the prospective Host.

**Q. Miscellaneous**

71. The Host shall bear any and all liability arising from or associated with the Event and shall hold harmless and indemnify ICCA Governing Board Members, Advisory Members, Young ICCA Members and General Members, ICCA Foundation Inc., the ICCA non-governmental organisation and ICCA Bureau members from any third-party claims, including the costs of legal defence.
72. Without prejudice to the obligations contained in paragraph 71 above, the Host shall arrange, obtain, bear and pay for the costs of liability insurance or some comparable mechanism or coverage indemnifying ICCA Governing Board Members, Advisory Members and General Members, ICCA Foundation Inc., the ICCA non-governmental organisation and ICCA Bureau members from any such third-party claims. The Host shall further arrange, obtain, bear and pay for the costs of suitable insurance in the case of the cancellation of the Event, security at the Event, and for medical assistance for the Participants during the duration of the Event.
73. For the purposes of ensuring that Participants are provided with information and publications relating to the Event following its conclusion, the Host will consult with ICCA prior to sending any communication to Participants.
74. The Host, in consultation with ICCA, shall exercise best efforts to ensure appropriate participation of Event Participants from the region in which the Event is held.

## Annex A

### Model Letter of Agreement for Bulk Purchase of Congress Book

Dear [...]:

I am writing to confirm arrangements for the publication of ICCA Congress Series no. 00 which will contain the proceedings of the 20[...] Conference. As you know, under the terms of ICCA's contractual agreement with Kluwer the conference organizers are required to purchase a bulk order of the Congress Series volume at a price that depends on the number of pages of the volume and the number of volumes purchased. This price includes postage and Kluwer is responsible for mailing the books to the Participants on the basis of the List of Participants provided by the conference organizers. VAT is not included in this price.

Kluwer has advised the following price matrix for Congress Series No. [...]:

	<b>600+</b> <b>copies</b>	<b>700+</b> <b>copies</b>	<b>800+</b> <b>copies</b>	<b>900+</b> <b>copies</b>	<b>1,000+</b> <b>copies</b>	<b>1,100+</b> <b>copies</b>	<b>1,200+</b> <b>copies</b>
<b>500+ pages</b>	€ 83	€ 76	€ 69	€ 63	€ 57	€ 52	€ 47
<b>600+ pages</b>	€ 92	€ 83	€ 76	€ 69	€ 63	€ 57	€ 52
<b>700+ pages</b>	€ 101	€ 92	€ 83	€ 76	€ 69	€ 63	€ 57
<b>800+ pages</b>	€ 111	€ 101	€ 92	€ 83	€ 76	€ 69	€ 63
<b>900+ pages</b>	€ 122	€ 111	€ 101	€ 92	€ 83	€ 76	€ 69
<b>1,000+ pages</b>	€ 134	€ 122	€ 111	€ 101	€ 92	€ 83	€ 76
<b>1,100+ pages</b>	€ 148	€ 134	€ 122	€ 111	€ 101	€ 92	€ 83
<b>1,200+ pages</b>	€ 162	€ 148	€ 134	€ 122	€ 111	€ 101	€ 92

I therefore kindly request that you confirm in writing your agreement with a guaranteed minimum bulk purchase of one copy of ICCA Congress Series No. [...] for each Congress Participant at the foregoing price structure.

With kind regards,

The General Editor