

# GUIDELINES FOR PARTICIPATING ENTITY

Welcome to the Guidelines for Participating Entity for the two major events Borneo ADR Week 2025 (BAW) and Kuala Lumpur ADR Week 2025 (KLAW) (“Guidelines”). The Guidelines outlined below aim to establish a comprehensive framework for the event. Your commitment and adherence to these Guidelines will undoubtedly contribute to the success and significance of BAW and KLAW 2025. Please note that the guidelines are subject to potential amendments and the Organising Committee reserves the right to make necessary adjustments to ensure the smooth and effective execution of the event. Participating entity will be duly informed of any changes in a timely manner. Please review the guidelines carefully, and if you have any inquiries or need further clarification, do not hesitate to reach out to the Organising Committee.

## 1/ Eligibility

- Participating entity for BAW and KLAW 2025 (“PE”) may include a range of entities such as professional organisations and institutions, arbitral institutions, legal firms, claim consultants or ADR practitioners. The Organising Committee of BAW and KLAW 2025 (“Organising Committee”) reserves the right to decline PE’s application to organise an event during BAW and KLAW 2025 (“PE Event”) if the applicant does not align with the objectives of BAW and KLAW 2025.

## 2/ Timeline

- In order for a timely preparation for BAW and KLAW 2025, the PE is required to observe and comply with the following timeline:

DEADLINE	ACTION
<b>BORNEO ADR WEEK 2025</b>	
15 January 2025	Commencement of Proposal Submission
13 February 2025	Proposal Submission by PE [DEADLINE]
20 February 2025	Confirmation of PE’s participation by Organising Committee
6 March 2025	Submission of complete event programme by PE for inclusion into Borneo ADR Week Event Calendar
13 March 2025	Announcement of Borneo ADR Week Event Calendar by Organising Committee
5 – 9 May 2025	Borneo ADR Week 2025
14 May 2025 <i>(by 12pm)</i>	Submission of event photos and post-event write-up by PE
<b>KUALA LUMPUR ADR WEEK 2025</b>	
15 January 2025	Commencement of Proposal Submission
13 March 2025	Proposal Submission by PE [DEADLINE]
20 March 2025	Confirmation of PE’s participation by Organising Committee
17 April 2025	Submission of complete event programme by PE for inclusion into Kuala Lumpur ADR Week Event Calendar
24 April 2025	Announcement of KL ADR Week Event Calendar by Organising Committee
30 June – 4 July 2025	Kuala Lumpur ADR Week 2025
9 July 2025 <i>(by 12pm)</i>	Submission of event photos and post-event write-up by PE

### 3/ Event Calendar

- BAW and KLAW 2025 is spanning across a week of exciting events. The available PE Event's slots are as follows:

SLOT	DATE	TIME
<b>BORNEO ADR WEEK 2025</b>		
1A	[Day 1] 5th May 2024 (Mon)	9am – 12pm
1B	[Day 1] 5th May 2025 (Mon)	2pm – 5pm
2A	[Day 2] 6th May 2025 (Tue)	9am – 12pm
2B	[Day 2] 6th May 2025 (Tue)	2pm – 5pm
3A	[Day 3] 7th May 2025 (Wed)	9am – 12pm
3B	[Day 3] 7th May 2025 (Wed)	2pm – 5pm
4A	[Day 4] 8th May 2025 (Thu)	9am – 12pm
4B	[Day 4] 8th May 2025 (Thu)	2pm – 5pm
Not Available	[Day 4] 8th May 2025 (Thu) Welcoming reception for Borneo ADR Week 2025	5.30pm – 7pm
Not Available	[Day 5] 9th May 2025 (Fri) Construction Claims and ADR Conference Sabah and Sarawak 2025, organised by Legal Plus and L2 i-CON	9am – 5pm
<b>KUALA LUMPUR ADR WEEK 2025</b>		
Not Available	[Day 1] 30th June 2025 (Mon) Construction Claims and ADR Conference Kuala Lumpur 2025, organised by Legal Plus and L2 i-CON	9am – 5pm
Not Available	[Day 1] 30th June 2025 (Mon) Welcoming Reception for Kuala Lumpur ADR Week 2025	5.30pm – 7pm
2A	[Day 2] 1st July 2025 (Tue)	9am – 12pm
2B	[Day 2] 1st July 2025 (Tue)	2pm – 5pm
3A	[Day 3] 2nd July 2025 (Wed)	9am – 12pm
3B	[Day 3] 2nd July 2025 (Wed)	2pm – 5pm
4A	[Day 4] 3rd July 2025 (Thu)	9am – 12pm
4B	[Day 4] 3rd July 2025 (Thu)	2pm – 5pm
5A	[Day 5] 4th July 2025 (Fri)	9am – 12pm
5B	[Day 5] 4th July 2025 (Fri)	2pm – 5pm

There will be a set time slots for PE's selection in a day, with a maximum of 3 hours per slot. To optimise participant's engagement while providing a diverse and enriching experience throughout BAW and KLAW 2025, there may be concurrent PE Events for each time slot. Any request for hosting a PE Event more than the 1 participating slot is subject to the approval of the Organising Committee. Please note that the event calendar may be subject to change.

#### 4/ Topic Approval

- The topic for all PE Events shall relate to Alternative Dispute Resolution (ADR). The Organising Committee reserves the right to approve or reject PE's proposal. If the proposal is rejected, the Organising Committee reserves the right to either reject PE's participation altogether or request PE to submit a new topic for consideration.

#### 5/ Event Organising and Cost Responsibility

- PE is responsible for organising the PE Event at its own costs, including venue rental, materials, and any associated expenses.
- The Organising Committee will provide online registration mechanism to facilitate attendee's registration for PE Event.

#### 6/ Venue Selection

- PE is responsible for selecting and sourcing the event venue. The Organising Committee reserves the right to reject the chosen venue if it is deemed inconvenient for attendees.

#### 7/ Proposal Submission

- PE is required to submit a proposal in the form of **Schedule** enclosed, by 13th February 2025 (BAW) and by 13th March 2025 (KLaw), via email to [secretariat@L2icon.org](mailto:secretariat@L2icon.org). The Organising Committee will acknowledge receipt of PE's proposal via email within 1 working day.

#### 8/ Post Event Obligations

- PE must provide event photos in high resolution format and post-event write-up about 500 words to the Organising Committee via email to [secretariat@L2icon.org](mailto:secretariat@L2icon.org) by 12pm of 14 May 2025.

#### 9/ Participating Fee

- The participating fee for each PE Event in BAW and KLaw is as listed below, payable upon the acceptance of PE's proposal by the Organising Committee. An application for waiver of the participating fee may be considered on a case-to-case basis.

Event	Participating Fee
BORNEO ADR WEEK 2025	RM 5,000
KUALA LUMPUR ADR WEEK 2025	RM 8,000

#### 10/ Complimentary Conference Pass for Combo Participation

- Only paid PE hosting sessions during both the BAW and KLaw will be entitled to one (1) complimentary physical pass to the Construction Claims and ADR Conference Sabah and Sarawak 2025 (BAW) and the Construction Claims and ADR Conference Kuala Lumpur 2025 (KLaw).

# PARTICIPATING ENTITY'S PROPOSAL

## SCHEDULE

<b>Participating Entity</b>	
<b>Person-In-Charge</b>	Name: Designation: WhatsApp No.: Email:
<b>Event</b>	Borneo ADR Week 2025 (BAW) Kuala Lumpur ADR Week 2025 (KLAW)
<b>Event Title</b>	
<b>Format</b>	In Person / Hybrid / Virtual
<b>Event Slot</b>	First Option:  Second Option:
<b>Time</b>	
<b>Venue</b>	<i>[Note: Kindly provide a tentative venue and city where your event will be held at.]</i>
<b>Event Programme</b>	<i>[Note: Kindly provide the topics to be presented or discussed.]</i>
<b>Any Meals Provided?</b>	<i>[Note: If yes, please specify e.g. Morning Coffee, Lunch, Afternoon Coffee, etc.]</i>