



## Arrival information

### Registration

If you would like to attend the tour of the Rolls Building on Friday morning, please indicate your preference on the booking form so that we can have a registration list ready. You will not, however, be presented with your delegate badge and pack, so please ensure you **still register at the Supreme Court on Friday afternoon or at Freshfields Bruckhaus Deringer on Saturday morning.**

A registration desk will be open for all delegates from 14:00 to 15:30 at the Supreme Court on Friday 29 June 2012. Upon registration, you will receive your name badge, conference pack and programme. Please ensure that you keep these throughout the weekend.

There will be a second registration on Saturday 30 June 2012 at Freshfields Bruckhaus Deringer between 08:00 - 09:00.

### Name Badge

You will be required to wear your name badge (except while on the Rolls Building tour) to obtain entry to all elements of the Conference, so please ensure you wear this throughout the Conference.

### Opening reception

The Conference opening reception will be held at the House of Lords on Friday 29 June 2012 at 18:00. Please try to attend the welcoming session at the Supreme Court to ensure you pick up your pack and name badge.

Once your booking has been made, all attendees will be sent joining instructions containing full instructions with regards to registration and security.

## Pre-arrival information

### Cancellation Policy

This applies only to the registration fee for delegates and those accompanying the delegate. Please see the individual cancellation policy for all travel and accommodation.

Please note that once delegate places are purchased, these are non refundable, however, name changes can be made.

Name changes will be allowed up until Friday 4 May 2012.

## Climate

The average weather in London in June/July can be warm but wet. The temperature ranges from an average of 16 C to 28C. English summers can be unsettled so it is advisable to pack a lightweight raincoat and umbrella.

## Conference Website

The Conference page will be live from 16 September 2011 and can be accessed via the Bar Council website at [www.barcouncil.org.uk](http://www.barcouncil.org.uk).

## Disabled Access

Please notify the Conference Organisers if you require special assistance (E: [lrolfe@barcouncil.org.uk](mailto:lrolfe@barcouncil.org.uk)).

## Disclaimer

Neither the ICAB or Bar Council of England and Wales nor any of its office holders or constituent members accepts liability for damage and/or loss of any kind which may be incurred by conference participants or by any person accompanying them, both during official activities or on any tour or other associated activity.

The ICAB and Bar Council of England and Wales reserves the right to vary, amend or cancel any part of the conference if circumstances arise which in the reasonable opinion of its office holders, require such variation, amendment or cancellation. Neither the ICAB or Bar Council of England and Wales nor any of its office holders or constituent members shall be liable for any loss, liability, damage or expense suffered or incurred by any person.

## Dress

The dress for the opening reception at the House of Lords is business attire.

The dress for the Conference sessions is smart casual.

The dress for the Gala Dinner at Middle Temple is national dress or black tie.

## List of Participants

In order for your name to appear in the list of participants, which will be published at the conference, your registration must be received by Friday 8 June 2012.

## Passports and Visa

When travelling to the UK you must have a passport (with a minimum validity of six months beyond travel dates). A visa may be required for tourist or business travel. Registrants should contact the British Embassy in their jurisdiction to arrange an appropriate visa for your trip. Please visit the British Commonwealth and Foreign Office which provides the contact information for embassies [www.fco.gov.uk/en](http://www.fco.gov.uk/en).

## Travel and Medical Insurance

You are strongly advised to take out both travel and medical insurance.