



RIAC

2025

14–16 May

RIAC
Satellite
Event
Hosting
Guidelines

ORGANISER:



**Russian
Arbitration
Center**

at Russian
Institute
of Modern
Arbitration



About RIAC 2025

Russian International Arbitration Congress 2025 (RIAC 2025) aims to bring together leading law firms, business representatives, arbitral institutions, arbitrators, and all those interested in international dispute resolution from Russia and around the globe.


What distinguishes the RIAC is our commitment to blending professional development with cultural enrichment. We believe that great ideas flourish in inspiring environments, and we aim to create an atmosphere of creativity and collaboration. The RIAC is dedicated to providing not only high-caliber content but also unique cultural experiences that reflect the rich heritage of Russia.

RIAC 2025 is organised by the [Russian Arbitration Center](#), an international non-governmental arbitral institution.

The program of the RIAC 2025 will feature a comprehensive business agenda, including:

- the main Congress day (May 14);
- various satellite events organised by the RIAC Partners (May 15-16).

The Congress will be preceded by a scientific and practical conference, “[Russian Arbitration Day](#),” on May 13.





Introduction

The following are guidelines and recommendations for hosting a satellite event under the umbrella of the RIAC 2025.

Please read carefully before hosting an event. All participating firms and institutions (Partners) are requested to abide by the RIAC Satellite Event Hosting Guidelines (RIAC Guidelines). Failure to do so may result in not being included on the official RIAC schedule.

For further information, please contact the Organiser: riac@centerarbitr.ru

Topics

Satellite events can be held on the following topics:

- international commercial arbitration;
- international investment arbitration,
- alternative dispute resolution.

Event Types

Satellite events may be organised in a form of:

Panel Discussion	Seminar	Lecture
Reception	Forum	Conference
Roundtable	Symposium	Breakfast
Lunch Event	Dinner Event	Social Event



Event Date & Time

RIAC will take place from Wednesday, May 14, 2025, to Friday, May 16, 2025.

Please note that Wednesday, May 14, is reserved entirely for the RIAC Congress. Hence, only May 15-16 are available for satellite events.

There are four timeslots available for organisers of daytime satellite events:

- 9:00 AM – 11:00 AM;
- 11:30 AM – 1:30 PM;
- 2:00 PM – 4:00 PM;
- 4:30 PM – 6:30 PM.


Timeslots for evening events commencing from 7 PM onwards are not fixed.

Hosting & Co-Hosting

Event Partner can hold an event as the exclusive organiser and/or co-host an event with other Partners by organising joint events.

Event Language

All events during RIAC 2025 should be held in English or Russian with simultaneous interpretation between the two languages to maximize utility & attendance and benefit everyone attending RIAC 2025.





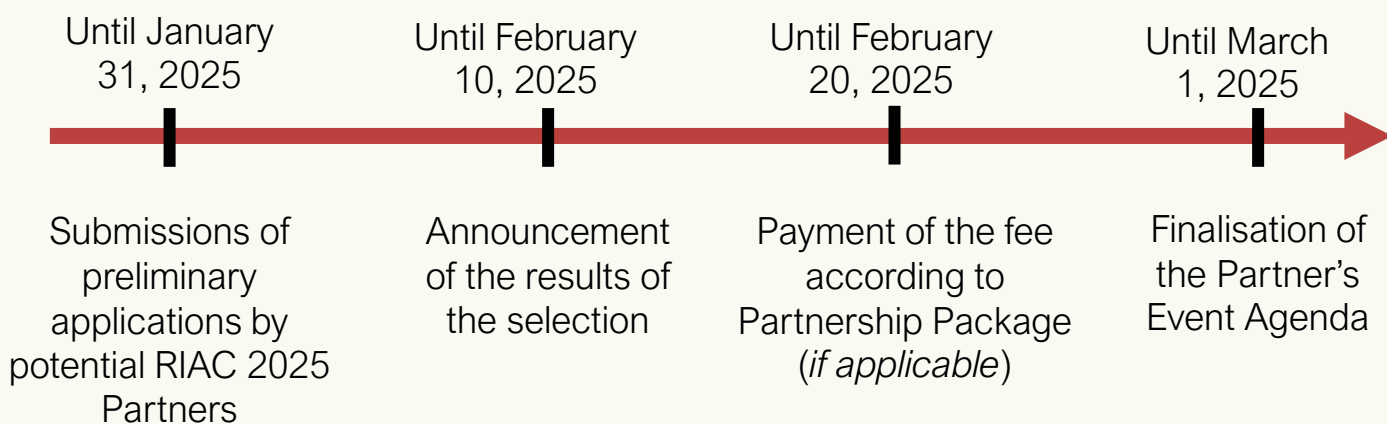
Preliminary Application Form

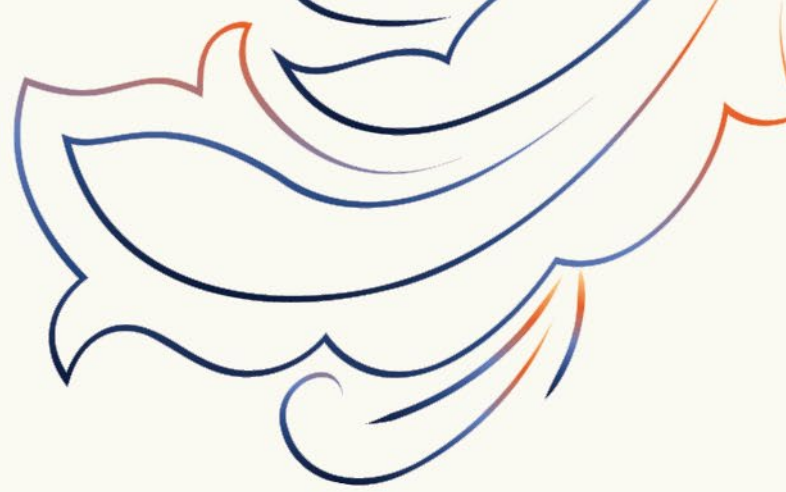
To become the RIAC 2025 Partner please provide the following preliminary information to the Organiser for the purposes of selection until January 31, 2025.

Preliminary Application Form	
Organiser:	
Proposed Topic:	
Date and Time:	<i>Please identify at least 3 suitable options for the purposes of finalising the calendar of events</i>
Brief Event Description:	
Proposed Speakers:	
Format: In-person / Hybrid	
Point of Contact:	

After considering the provided information, the Organiser will inform the potential Partner on the results of the selection. Please note that consideration of applications by Organiser is on a first-come, first-served basis.

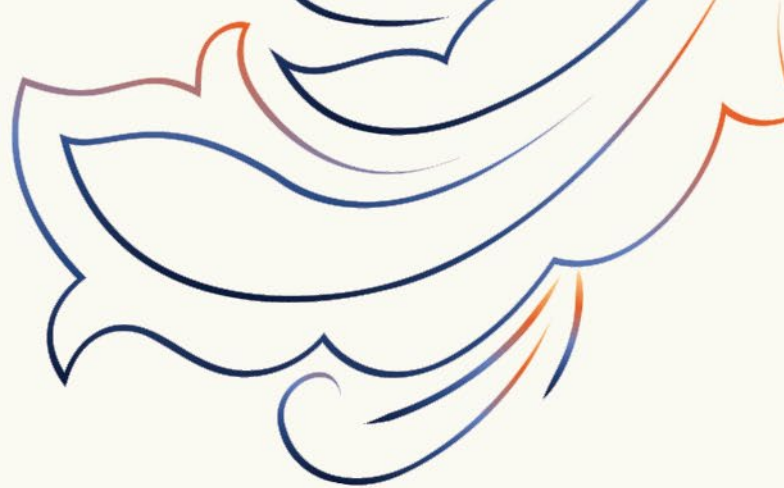
Timeline





Terms & Conditions for Hosting an Event

Marketing Materials:	All RIAC 2025 event's marketing materials shall feature RIAC logo, including all printed, digital, announcements or press releases.
Event:	All activity relating to organisation of the event is at the full discretion of the Partner (unless otherwise agreed with the Organiser). Organiser reserves the right to propose programmatic changes in appropriate circumstances, including suggesting the different timing of the event.
Cost:	Event-related costs (e.g., venues, translation, travel, catering, etc.) are exclusively the responsibility of the Partner (and not of the Organiser).
Fee:	Event hosting fee is non-refundable.
Professional Attendee Experience:	Partners are required to: <ul style="list-style-type: none">• have full event administration control and responsibility;• be responsible for monitoring and confirming (or declining) registration with all those who register for their event;• be responsible for ensuring a professional atmosphere and collegiality conducive to a learning environment are maintained throughout all events and functions;• in the event of unresponsiveness, the Organiser may cancel the event.



Event Fee

Once your status as RIAC 2025 Partner is approved, a fee according to your Partnership Package (Silver—3,000 euros, Gold—6,000 euros, and Platinum—9,000 euros) must be paid to have the event included in the RIAC events calendar and be promoted.

Arbitral institutions and other non-commercial organisations are exempted from the fee. However, if necessary, the Organiser may provide assistance in hosting an in-person event for an additional fee. The terms to be discussed with Organiser separately.

Event Listing and Registration

Listing, announcement, and attendees' registration for all events will take place on the RIAC website. RIAC 2025 Partner will receive the link for approval of registrations and slightly amending the event description. Partner determines the attendance that achieves the objective of the event.

RIAC 2025 Partner is solely responsible for management of attendees' registrations.

Event Location

Partner is free to choose any location it finds appropriate for the event. At the same time, please note that the main Congress will take place at Carlton, Moscow, which is located in the city center. The Organiser may recommend other venues that are located in the city center for additional convenience of the guests upon the request.