



NEW YORK ARBITRATION WEEK
November 18-22, 2024

GUIDELINES FOR SUPPORTING ORGANIZATIONS

Thank you for considering becoming a supporting organization for this year's New York Arbitration Week ("NYAW"), co-organized by the New York International Arbitration Center (NYIAC) and the New York Branch of the Chartered Institute of Arbitrators (CIArbNY). As in past years, the supporting organizations for NYAW 2024 will include **financial sponsors** and **promotional partners**. This guide outlines the benefits for supporting organizations and how they can best contribute to the success of NYAW.

A. Financial Sponsors

Sponsorship funds will be used for direct expenses associated with NYAW. By way of example, such expenses may include costs associated with website hosting and development, other marketing and publicity efforts, providing CLE, administrative support, and/or catering or other related costs for in-person events.

- Benefits of Financial Sponsorship:
 - *Profile Raising:* Sponsors will be clearly credited and identified on the NYAW website and in other materials publicizing NYAW promptly upon receipt of a high resolution logo. Logos should be submitted as soon as possible to maximize publicity. Sponsors will also be recognized during a NYAW Welcome Event. Any sponsors who commit after October 7, 2024 will be added to NYAW materials to the extent practicable.
 - *Maximizing Networking, Promoting Free Access:* Provided that we obtain sufficient sponsorship, we do not anticipate charging members of the public to participate in NYAW events to encourage as many colleagues as possible to attend events throughout the week. However, most events have capacity restrictions and registration will be on a first-come, first-serve basis. In the past, most events at NYAW have been at capacity with long waitlists. As a sponsor, you would be entitled to at least two priority registrations for each event, with the exception of the Fordham Annual Conference on Friday, Nov. 22.
 - *Promoting Arbitration in New York:* A key goal of NYAW 2024 is to promote New York City as a leading global seat for international arbitration. Participating as a recognized sponsor will both help support that goal and communicate that support – and your deep involvement in the vibrant New York arbitration space – to the international arbitration community.

- How to Participate as a Financial Sponsor:
 - Financial sponsors are requested to contribute **US\$ 4,000** and commit to publicizing and promoting NYAW through their usual business development channels.
 - As in the past year, all sponsors may host events during NYAW 2024 but are requested to communicate those events to the NYAW Organizing Committee and to avoid conflicts with official programming.
 - Please complete the **attached sponsorship pledge form** and submit it to Committee Secretaries Alejandro Martínez (alemarsan9824@gmail.com) and Daniel Rosenberg (drosenberg@kslaw.com).
 - Remit payment by wire transfer to NYIAC. For wire transfer instructions, please email info@nyiac.org.
 - E-mail a high-resolution logo, with confirmation of authorization to publish it on the NYAW website, to nyarbitrationweek@gmail.com (copying Committee Secretaries Alejandro Martínez (alemarsan9824@gmail.com) and Daniel Rosenberg (drosenberg@kslaw.com) with subject line “New York Arbitration Week 2024 – Sponsor Logo”.

B. Promotional Partners

Some organizations may contribute to NYAW without making a financial commitment, by agreeing to act as promotional partners. All program hosts will be promotional partners.

- Benefits of Promotional Partnership:
 - Like financial sponsors, promotional partners will benefit from profile raising and promoting arbitration in New York. Promotional partners will not be entitled to priority event registrations.
 - Promotional partners will be clearly credited and identified on the NYAW website and in other materials publicizing NYAW promptly upon receipt of a high resolution logo. Logos should be submitted as soon as possible to maximize publicity. Promotional partners will also be recognized during a NYAW Welcome Event.
- Commitments of Promotional Partners:
 - All promotional partners commit to coordinate any events hosted during NYAW with the Organizing Committee to avoid conflicts with official programming.
 - Promotional partners commit to publicizing and promoting NYAW through their usual business development channels, including by linking to the NYAW website, and forwarding or reposting NYAW promotional content distributed in the NYAW 2024 social media outreach.

- At a **minimum**, promotional sponsors are asked to publicize NYAW once during each of the weeks of **October 14**, **October 21**, and at least once during NYAW itself (i.e., the week of **November 18**). We will provide reminders and sample posts.
- Post to Twitter, LinkedIn, and other social media platforms using #NYAW2024 and #nyarbitrationweek.
- How to Participate as a Promotional Partner:
 - Confirm your commitment by e-mail to nyarbitrationweek@gmail.com and Committee Secretaries Alejandro Martínez (alemarsan9824@gmail.com) and Daniel Rosenberg (drosenberg@kslaw.com) with subject line “New York Arbitration Week 2024 Promotional Partnership.”
 - Email a high-resolution logo, with confirmation of authorization to publish it on the NYAW website, to nyarbitrationweek@gmail.com (copying Committee Secretaries Alejandro Martínez (alemarsan9824@gmail.com) and Daniel Rosenberg (drosenberg@kslaw.com)) with subject line “New York Arbitration Week 2024 – Partnering Organization Logo”.



2024 *FINANCIAL SPONSORSHIP PLEDGE FORM*

**Yes! I/We would like to support New York Arbitration Week
at the Standard (\$4,000) sponsorship level.**

Sponsor Company Name: _____

Authorized Representative: _____
(Print Name)

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

[] I have e-mailed Rekha Rangachari at info@nyiac.org requesting wire transfer instructions.

Signature

If you wish your logo to be displayed on the Sponsor page of the New York Arbitration Week website, please send a high-resolution copy of the logo by e-mail, with confirmation of authorization to publish it on the website, to Robert Hazelrigg at rhazelrigg@gmail.com. Payments to New York Arbitration Week do not qualify for the income tax charitable deduction. Please consult with your tax advisor as to the eligibility of your payment as a business expense deduction. ***Should you require a W-9 or have additional queries, please contact Rekha Rangachari via e-mail at info@nyiac.org or call +1 917 300 9550.***