



NOTES FOR HOST FIRMS AND DELEGATES ON RECHARGE OF MEETING COSTS

A standard programme runs from Thursday evening to lunch on Saturday. This may vary but Hosts should agree any such variation with Lexwork International Europe & Asia Committee and where it is a global meeting the International Co-ordinating Committee, any variation should thereafter be intimated to delegates at time of booking. Ideally dates and host city should be confirmed 12 months in advance.

- 1 All costs are rechargeable for all elements of the programme, with the exception of the costs attributable to members of the host firm and their accompanying spouses etc. Events from 2017 have been charged a €500 deposit per lawyer attending. This deposit rate may be reviewed in future. The invoices for deposit payments will be raised centrally by Lexwork EUA. Hosts should plan a programme so that costs per capita are in the range €700-800. If any optional elements of the programme are likely to lead to the total cost exceeding this figure the host must advise attendees of the optional costs and seek consent/confirmation of attendees prior to their booking for that part of the event. It is also recommended where possible to give an indicative budget and timing in advance for optional events particularly on Saturday programme as many delegates may wish to plan return travel.
- 2 For each element of the programme, the costs should be split on a per person basis and charged to each member firm attending accordingly, less any deposits collected in advance. Lexwork EUA will issue final invoice payments to attendees and the host firm should forward the breakdown of recharges on a spreadsheet in case there are any questions [it is not unusual for there to be a different attendance pattern and any corrections can be dealt with if underlying costs are transparent]. The request for final payment for costs from the host firm is to be made to Lexwork EUA.
- 3 If any guests attend a meeting (for example a potential new member of Lexwork Europe and Asia or Americas) the costs attributable to them should be calculated in the normal way, but the request for payment should be sent to Gudula Goscomb for payment by Lexwork Europe and Asia or to Americas Chairman as the case may be for payment out of central funds. Guests will be expected to settle their own hotel and travel direct.
- 4 Where anyone fails to attend at an event which they have booked for any costs incurred they will still be responsible for those costs. The deposit is non-refundable, a degree of discretion is appropriate here, having regard to the reasons for non-attendance, whether the relevant person had confirmed attendance beforehand and the amount involved. It is recommended that hosts circulate a booking form for attendee lawyers and their companions to complete in advance with a warning that they will be charged regardless of whether they appear; also requesting dietary and access issues to be flagged up in advance. This form should also refer

to the €500 deposit or equivalent (**net of bank transfer costs**) and give details of bank account. Further see guidance note 1 above re expensive options.

- 5 In relation to Lexwork Americas, the costs should be calculated as above, with the details of how the total is split between the member firms of Lexwork Americas who attended. The Network Manager will raise a single invoice and forward it to Mark Silow the Lexwork Americas treasurer. He will pay the total out of their central funds and recover the individual contributions from their members.
- 6 If there is an outside speaker at the invitation of the host member, then any costs attributable will be for the host firm; however, if the outside speaker is invited by or on behalf of the network the costs subject to being approved by the LEUA/ICC committee in advance will be met from network funds and this may include travel and accommodation subject to committee approval.

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