BACKGROUND

Based on the feedback we have gathered from participating organisations and attendees over the past nine years, we have prepared a set of guidelines that we ask participating organisations to follow when organising an event during Hong Kong Arbitration Week.

Many of the suggestions have been introduced informally by organisations over the years. By formalising certain practices in these guidelines, we hope to encourage all organisations, whether veteran participants or newcomers, to engage in the same way to continue the success of Hong Kong Arbitration Week.

The guidelines support four objectives, which have been identified as important to ensure the week produces topical discussion, encourages inclusiveness and makes a positive impact globally.

The objectives are:

1. Encouraging diversity
2. Reducing our environmental footprint
3. Showcasing quality content relevant to Asia
4. Increasing visibility of Hong Kong Arbitration Week events

1. Encouraging diversity

Together with many other organisations, HKIAC has had a long-standing commitment to support and promote diversity in arbitration. When it comes to event organisation, we always aim to include diverse perspectives and profiles when selecting speakers. This usually means ensuring the representation of previously under-represented groups.

We invite participating organisations to join us in this effort.

We ask participating organisations to consider whether speaker profiles are sufficiently diverse, which includes but is not limited to diversity in terms of gender, ethnicity and geography. We ask participating organisations to ensure diverse representation of speakers wherever possible.

2. Reducing our environmental footprint

Together with a number of law firms in Hong Kong, we are aiming to reduce the environmental footprint of events by reducing the consumption of single use plastic and paper materials.

We invite participating organisations to join us in this effort.

We have outlined a list of items below which we ask to be eliminated or limited wherever possible. We have suggested alternatives where appropriate.
<table>
<thead>
<tr>
<th>Item</th>
<th>Request</th>
<th>Alternative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No plastic water bottles</td>
<td>Non-plastic water jugs (e.g., glass or metal)</td>
</tr>
<tr>
<td>2</td>
<td>No plastic straws</td>
<td>Metal straws or no straws</td>
</tr>
<tr>
<td>3</td>
<td>No individually wrapped confectionary</td>
<td>No confectionary required</td>
</tr>
<tr>
<td>4</td>
<td>No stationery</td>
<td>Attendees to provide their own stationery if needed</td>
</tr>
<tr>
<td>5</td>
<td>No writing paper/note pads</td>
<td>Attendees to provide their own writing paper/note pads if needed</td>
</tr>
<tr>
<td>6</td>
<td>No canned drinks</td>
<td>Non-plastic jugs of fruit juice (or just water)</td>
</tr>
<tr>
<td>7</td>
<td>No plastic cutlery</td>
<td>Non-disposable cutlery (silver ware)</td>
</tr>
<tr>
<td>8</td>
<td>No paper plates or cups</td>
<td>Non-disposable plates and glasses/cups</td>
</tr>
<tr>
<td>9</td>
<td>No single portion items e.g. tomato sauce packets / single jams jars / sugar packets / butter packets</td>
<td>A single container/jar/dispenser</td>
</tr>
<tr>
<td>10</td>
<td>No styrofoam or plastic food containers</td>
<td>Serve food on non-disposable plates/bowls Alternatively, re-useable containers or cardboard boxes</td>
</tr>
<tr>
<td>11</td>
<td>No paper napkins</td>
<td>Cloth napkins</td>
</tr>
<tr>
<td>12</td>
<td>No plastic cocktail sticks in finger foods</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>No unnecessary decorative mini cupcake/bakery liners</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>No individually wrapped tea bags</td>
<td>Pot/dispenser of hot tea</td>
</tr>
<tr>
<td>15</td>
<td>No Nespresso/coffee capsules if no policy of recycling</td>
<td>Pot/dispenser of coffee</td>
</tr>
<tr>
<td>16</td>
<td>No plastic stirrers</td>
<td>Small metal teaspoons</td>
</tr>
<tr>
<td>17</td>
<td>No paper programme leaflets</td>
<td></td>
</tr>
</tbody>
</table>

3. **Showcasing quality content relevant to Asia**

The objective of Hong Kong Arbitration Week has been to create a multitude of forums where users and practitioners from Asia and the world over come together to exchange ideas, raise awareness of and examine topical dispute resolution issues with a focus on Asia.

We encourage participating organisations to showcase their expertise by addressing a topical issue of interest to the wider arbitration community and which has some relevance to the Asian region. We ask that participating organisations limit programme content which may be considered as direct marketing of services.
4. Increasing visibility of Hong Kong Arbitration Week events

To increase the visibility of the events taking place during Hong Kong Arbitration Week, we ask that participating organisations when promoting their event:

- Add the Hong Kong Arbitration Week 2021 logo, which can be found below, to any promotional materials (e.g., flyers, eDMs, website, social media etc.)
- Tag HKIAC (i.e., @HKIAC) and use #HKArbWeek hashtag on social media platforms such as LinkedIn and Twitter
- Inform us if your event will be open to media (email hkaweek@hkiac.org) (we often receive requests from journalists about attending events taking place during the week so it is helpful to know if your event is open to the media in advance so we can discuss the attendance of journalists with you.)