



The Law Society of Hong Kong's Annual Conference of In-House Lawyers 2025

Open for Sponsorship Opportunity

The Annual Conference of In-house Lawyers is the flagship event organised by the Law Society of Hong Kong's In-House Lawyers Committee. Since its inception in 2011, the Conference has served a vital platform for in-house legal professionals to discuss and address key issues impacting the industry.

By sponsoring this event, you will have the chance to showcase your brand to a highly influential audience, elevate your corporate visibility, and demonstrate your commitment to supporting the legal community.

Event summary is outlined below:

Date:	Wednesday, 24 September 2025 (Hong Kong time)
Time:	9:00 am to 5:00 pm
Venue:	Hong Kong Ocean Park Marriott Hotel , 180 Wong Chuk Hang Road, Aberdeen, Hong Kong Special Administration Region
Format:	Hybrid
Language:	English (with Simplified Chinese simultaneous translation subtitles)
Participants:	Around 400 members from The Law Society of Hong Kong and legal professionals, priority given to in-house lawyers

Remarks: CPD points will be applied for and eligible for in-person participants.

With options such as Diamond, Platinum, and specialised partnerships, sponsors can engage in various sessions, including panel discussions and breakout sessions, ensuring maximum exposure. Sponsorship amounts range from HK \$20,000 to HK \$88,000, offering benefits like speaking slots, brand placement on conference materials, and complimentary passes to exclusive events. Please refer to the sponsorship options on the next page.

Join us in making a meaningful impact in the legal community while building valuable connections and gaining insights at this prestigious event!

Sponsorship at a glance - **EARLY BIRD OFFER!** Enjoy a 10% discount by returning the reply form by 18 July 2025

*VIP luncheon will be arranged for keynote speakers, sponsors, office bearers and government officials. This is an invitation-only luncheon and is separate to the conference luncheon.

^The allocation of booth locations will be determined on a first-come, first-served basis; priority will be given to sponsors who sign the sponsorship agreement earliest to select their preferred booth location.

	Availability	Target sessions	Sponsorship amount in Cash (HKD)	Speaking slots	Brand exposure	Promotion Booth^	Complimentary tickets to VIP luncheon*	Complimentary tickets to conference
Diamond	3	Panel discussion (AM) 45 mins	\$88,000	Delegate 1 speaker in the morning panel session	Organisation logo placement on the following avenues: • conference backdrop • conference webpage Organisation mentions on the following avenues: • Official social media posts featuring conference on Law Society's official platforms (LinkedIn, Facebook and Instagram) • Dedicated column in thank you email to registered attendees	✓	2	20
Platinum	2	Breakout discussion sessions (PM) 60 mins	\$78,000	Delegate 1 speaker in the afternoon breakout discussion		✓	2	15
Conference Luncheon Sponsor	2	Lunch time keynote speech 20 mins	\$53,000	Delegate 1 keynote speaker during lunch time to conference delegates		✓	1	10
Law Tech Partner	4	Breakout demo sessions (PM) 30 mins	\$48,000	Delegate 1 speaker to demo and showcase your own products in a breakout session		✓	X	6
Wellness Partner	2	Sweat & Glory / Wellness session 15 mins	\$48,000	Delegate 1 keynote speaker in a wellness session		✓	X	6
Booth Showcase	15	X	\$35,000	X	Logo and name exposures for both online and offline channels	✓	X	4
Silver (Lawyers' asso/ professional bodies)	Limited	X	\$28,000	X		X	1	2
Wellbeing Supporter	Limited	X	\$20,000 in Cash or Products	X		X	X	2



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Sponsorship application form

Please complete in BLOCK CAPITALS and return a scanned copy to

inhouselawyers@hklawsoc.org.hk

Name of sponsor (name of firm/organisation)	
Name of contact point	
Title of contact point	
Contact number	
Email	
Mailing address	
Sponsorship package	Please <u>tick the right box</u> below. <input type="checkbox"/> Diamond <input type="checkbox"/> Platinum <input type="checkbox"/> Conference Luncheon Sponsor <input type="checkbox"/> Law Tech Partner <input type="checkbox"/> Wellness Partner <input type="checkbox"/> Booth Showcase <input type="checkbox"/> Silver (for lawyers association/professional bodies) <input type="checkbox"/> Wellbeing <input type="checkbox"/> Others: _____ (please specify)

I have read the Terms and Conditions of Sponsorship ("T&Cs") and Personal Information Collection Statement ("PICS") in the following pages. By signing below, I confirm on behalf of my firm/organisation that we understand and agree to abide by the provisions therein.

Authorised signature*: _____ Date: _____

(For law firm applicants, this form must be signed by a partner.)



THE
LAW SOCIETY
OF HONG KONG
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TELEPHONE (電話) : (852) 2846 0500
FACSIMILE (傳真) : (852) 2845 0387
E-MAIL (電子郵件) : sg@hklawsoc.org.hk
HOMEPAGE (網頁) : <http://www.hklawsoc.org.hk>

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Terms & Conditions of Sponsorship

Unless otherwise specified, the following terms are applicable to all sponsors (including law firms and companies). All sponsorships are subject to the final approval of The Law Society of Hong Kong ("Law Society"), which has absolute discretion on selecting, accepting and declining sponsors, as well as the final terms of the sponsorship.

Sponsor materials

The advertising and sponsor materials are prepared at the sponsors' own expense and must be submitted and approved by the Law Society at least fourteen (14) days prior to the Conference. Law Society will review and share comments to sponsors within five (5) working days.

Sponsors who are scheduled to present at the Conference must submit their presentation slides for approval by the Law Society at least fourteen (14) working days prior to the Conference and Law Society will provide approval within five (5) working days. Sponsors must ensure that all slides comply with the Conference's guidelines and objectives. Any changes requested by the Law Society must be implemented before the final submission.

Terms of payment

The sponsorship sum is to be paid by cheque or bank transfer (any charges incurred should not be included in the bank transfer amount) within two weeks upon receipt of invoice. The cheque shall be made payable to The Law Society of Hong Kong. The organiser reserves the right to release the reservation and without further notice to the company in question, should the full amount of the invoice have not been booked into the organiser's account by the due date. Any objection or complaint in connection with the invoice must be submitted to the organiser in writing within eight (8) days of the date of the invoice.

Early bird payment

An early bird discount of 10% may be offered to sponsors who return the completed application form to inhouselawyers@hklawsoc.org.hk by Friday 18 July 2025. To qualify for the early bird discount, the sponsor must ensure that payment is received by the organiser on or before the specified deadline. If payment is not received by this date, the discount terms are deemed not to



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have been met, and the discount will be withdrawn. The organiser reserves the right to adjust or withdraw this offer at any time.

Speaking opportunities

Sponsor shall nominate a speaker, subject to organiser's approval. The organiser reserves the right to reject a proposed speaker if, in organiser's reasonable opinion, the speaker is not suitable for the Conference, or the proposed topic does not align with the Conference objectives.

The Sponsor shall submit a presentation title and a brief summary or blurb (no more than 200 words) of the proposed presentation, and speaker's biography and high-resolution photo to the organiser for review. The organiser reserves the right to reject a proposed title and blurb if, in the organiser's reasonable opinion, they do not align with the Conference's objectives or are not suitable for the audience. The Sponsor shall ensure that the submitted title and blurb accurately reflect the content of the presentation and comply with any guidelines provided by the Law Society.

Sponsors with booths

For selected sponsorship packages, a dedicated booth(s) will be provided during the Conference. The booth will be equipped with basic equipment as listed in the sponsorship packages (the "Basic Setup"). Any additional equipment or services beyond the Basic Setup can be arranged with the venue through the Law Society but at the cost of the sponsor.

Booth assignments will be made on a first-come, first-served basis, upon receipt of the signed Contract and payment. Assignments will not be made until payment is received.

Sponsors shall maintain the booth(s) in good order throughout the event. Any damage caused to the booth or its contents by the sponsor or their representatives will be the sole responsibility of the sponsor. The Law Society shall not be held liable for any associated repair cost, loss or damages, and shall be indemnified and held harmless from any claims or liabilities arising from the participation of the sponsors or their representatives in the Conference.



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Cancellation of sponsorship

The organiser reserves the right to cancel any agreed sponsorship if any one of the following occurs:

- The sponsor fails to comply with the relevant payment obligations.
- Bankruptcy proceedings, out-of-court settlement proceedings and/or winding up proceedings against the sponsor is/are being carried out or are imminent; and/or
- The sponsorship is not or no longer in keeping with the theme of the Conference.

No refund will be given under any circumstances save for the cancellation of the Conference by the organiser.

Event Cancellation, Force Majeure, Cogent Reasons

If the event cannot be held as a result of force majeure, strikes, political events, fire, flood, typhoon, inclement weather or other cogent reasons, the sponsor shall not be entitled to raise any claims for damages of whatever kind against the organiser. Should the event be cancelled for other reasons, the sponsor agrees to waive any claims towards the organiser for loss of profits. In the event of cancellation by the organiser, all sponsorship payments will be fully refunded subject to deduction of any credit card or bank fees that the sponsorship may incur. All sponsorships are subject to final approval of The Law Society of Hong Kong which has absolute discretion on the selection of sponsors and the final terms of sponsorship.

Statement on Use of Event Photos and/or Videos

The event may be photographed, videotaped, screen captured and/or video recorded for the Law Society's records and/or promotion of future events. By sponsorship/participating in this event, you and your accompanying person(s) (where applicable) consent to be photographed, videotaped, screen captured and/or video recorded, and permit the Law Society to use such image(s) for internal records, educational and marketing purposes, including promotional materials such as, but not limited to, the Law Society's websites, social media platforms and publications.



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Personal Information Collection Statement

The personal data collected in this application form (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purpose of processing your application for sponsorship at the 2025 Annual Conference of In-House Lawyers and other related purposes. The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the application and approval process. The data may also be provided to other persons who may help the Society in attaining the purposes mentioned above. Any data that is provided to anyone outside of the Society will be restricted to what is necessary to achieve any intended purposes.

You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.

The Privacy Policy Statement of the Society is available on its website at www.hklawsoc.org.hk.

Contact us

Sponsorship enquiries

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General enquiries

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