



Arbitral Secretaries Training

Course Information (Online)

This training aims to provide an understanding of the administrative duties of Arbitral Secretaries in Arbitral Reference. Insights will be gained on how to conduct oneself professionally and carry out these duties without violating the rules of Arbitration.

The training is oriented towards all who are interested in being part of the arbitral tribunal in the capacity of an Arbitral Secretary.

The course will be of benefit to those who want to grow and gain experience in the field of arbitration.

Course Content

Introduction

The role of the Tribunal Registrar and the limitations

Duties and responsibilities of a Tribunal Registrar

Attributes of a good Registrar

Benefits as a Tribunal Registrar

What are the learning outcomes?

On successful completion of this course candidates will be able to effectively assist the Arbitral Tribunal in the course of administrative duties.

How is the course delivered?

The course is delivered over a period of four hours.

What is the course fee and what does it include?

The course fee is N50,000.00.

What is CI Arb's policy on cancellation of courses?

CI Arb reserves the right to cancel or change the date, venue or content of programmes and the names of speakers, lecturers and tutors. Candidates will be provided with adequate notice of any change. If CI Arb has to cancel a course, candidates will be provided with a full refund or the opportunity to transfer their registration to the next course.

Should a candidate wish to cancel their registration of a course, notification must be received in writing to info@ciarbnigeria.org. Cancellation charges apply.

**Mr. Seyilayo Ojo, Chartered Arbitrator
Chairman, Training Committee**

**Mrs. Josephine Akinwunmi, FCI Arb
Branch Secretary**



THE CHARTERED INSTITUTE OF ARBITRATORS (NIGERIA BRANCH)

Secretariat: 5B, Kunle Ogunba Street, Off Jeremiah Ugwu, Off Babtunde Anjous, Off Admiralty Way, Lekki, Lagos, Nigeria.
Telephone: (234) 1 7739694, 01 4530961, 08034644337-8
E-mail: info@ciarbnigeria.org, ciarbnigeria@gmail.com. Website: www.ciarbnigeria.com, www. ciarbnigeria.org

**ARBITRAL SECRETARIES TRAINING (ONLINE)
25th March, 2022**

Registration Form

Registration fee is payable in advance and on first come first serve basis.

USE BLOCK LETTERS

First Name (Block Capitals).....
Middle Name (Block Capitals)
Surname (Blocks Capitals)
Postal Address.....
Physical Address
Tel. No: E.mail.....
Primary Profession /Trade
Qualifications
Firm/Organisation

I have read and understood the booking terms and conditions

Signature: Date:

Application Forms and Registrations

Forms can be downloaded online at www.ciarbnigeria.org or by request via email to ciarbnigeria@gmail.com or by visiting the Secretariat at 5B Kunle Ogunba Street, Off Jeremiah, Ugwu, Off Admiralty Way Lekki Phase1, Lagos, Nigeria. Tel. 01-4530961, or 08034644337-8. Application Forms which should be completed and returned with evidence of payment on or before 2nd March, 2022. **Note: Registration is subject to space availability.**

Course Fee: N50,000.00

Time: 10.00am – 2.00pm

Payment can be done by bank deposits or transfer to the Institute First Bank Account No. 2001877498. The account name is Chartered Institute of Arbitrators.