



## **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 CIArb's policy on cancellation of courses?**

CIArb 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 CIArb 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](mailto:info@ciarbnigeria.org). Cancellation charges apply.

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

**Mrs. Josephine Akinwunmi, FCIArb  
Branch Secretary**



**THE CHARTERED INSTITUTE OF ARBITRATORS (NIGERIA BRANCH)**

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**ARBITRAL SECRETARIES TRAINING (ONLINE)  
31<sup>st</sup> May, 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](http://www.ciarbnigeria.org) or by request via email to [ciarbnigeria@gmail.com](mailto: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 26<sup>th</sup> May, 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.**