

Entry Course in Arbitration & Alternative Dispute Resolution

Course Application Form



Chartered
Institute of
Arbitrators

CI Arb

About the Course

The Chartered Institute of Arbitrators Kenya Branch has organised the above two-day course to be held at Strathmore University on 27th & 28th April, 2017. This course is designed to give you an understanding of the general principles and practice of arbitration and other forms of Alternative Dispute Resolution (ADR).

This Course is for you if:

- You wish to learn more about Arbitration and ADR.
- You are considering further study to become a practising Arbitrator, and wish to improve knowledge you have gained at work.
- You wish to join the Institute as and Associate Member

The Course content

LECTURE CONTENT	ADDITIONAL READING
<ul style="list-style-type: none">➤ Introduction to Arbitration➤ Jurisdiction and Powers of the Arbitrator➤ Interlocutory and Preliminary Proceedings➤ Submission to the Arbitration and Disclosure of Documents➤ Procedures at the Hearing➤ Costs and Interest➤ Evidence➤ Award Writing and Essentials of a Valid Award➤ Alternative Dispute Resolution Mechanisms	<ul style="list-style-type: none">➤ The Arbitration Acts 1995 & 1996 History and Development➤ The Arbitration Acts 1997➤ UNICITRAL Model Law

Course notes will be available for collection at the Chartered Institute of Arbitrators offices on payment of Course Fess or at least two weeks before the commencement of the course. Only the participants who will have registered and paid the full course fee will be eligible to collect the course notes. Postage or courier delivery will be at the participants cost.

Course Fees

The course fee is Kshs 40,000/-. The fee caters for tuition, course materials, coffee/tea and lunch. The fee can also be paid by instalments provided all instalments are paid before the closing date of **Friday 14th April, 2017**.

Venue

Course will be held at Strathmore University Auditorium.

Programme

➤ Tutorials - 27th & 28th April 2017, from 08.00 to 17.00 hours.

FREQUENTLY ASKED QUESTIONS

What will happen at the course?

The course will take the form of a series of lectures and discussions and includes the opportunity for you to take part in watching a preliminary meeting and take part in identifying issues from a set scenario.

Participants will be issued a Post - Course assignment at the end of the second day. One will be expected to type-write their submissions as per the instructions on the assignment paper. The assignment will be marked out of 100%. Successful candidates will be informed in 90 days of receipt of the submissions.

There are two other Introduction courses, what is the difference and do I have to attend all three?

Because the use and flexibility of private dispute resolution is growing, the Institute recognises that some students may wish to learn more about Mediation or adjudication, so we also offer Introduction Courses specifically dealing with these topics.

You are more than welcome to attend more than one Introduction, but you only need to submit one assignment /examination in order to become an Associate.

Applications

Application forms can be obtained from Chartered Institute of Arbitrators (Kenya Branch) office or from our web site www.ciarbkenya.org . Application will be received on a first come first served bases.

Application forms together with the requisite course fee must be submitted on or before **Friday 14th April, 2017** to the following address: -

The Course Administrator
Chartered Institute of Arbitrators (Kenya Branch)
Nicholson Drive, Off Ngong Road
P O Box 50163-00200
NAIROBI



Chartered
Institute of
Arbitrators
CI Arb

REGISTRATION FORM

Please complete all sections in **BLOCK CAPITALS** and return your completed form to:

CI Arb Course Administrator, Chartered Institute of Arbitrators
Nicholson Court, Nicholson Drive, off Ngong Road
P.O. Box 50163 – 00200 NAIROBI

• T +254 (020) 2722724/ 2712481 • F +254 (020) 2720912 • E info@ciarbkenya.org
• M +254 (020) 0722 200496/ 0734 652205 • W +254 020- 2102511

PERSONAL DETAILS

Surname:		First Name:	
Other Names:		Title:	
Profession/Trade		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address:			
Postcode:		Town :	
Country:			
Physical (Delivery) Address if different from main address (for course materials and results):			
Cell Phone:		Email:	
Employer/ Firm/ Organisation			

- Bank Transfer Deposit / transfer date:/...../.....
 Cheque / Bank Draft

Any costs arising out of unpaid or uncleared cheque will be met by the applicant.

The Law society of Kenya has accredited this course for Two (2) CLE units. Other participants who wish to apply for CPD in their Professional bodies will be assisted.

Cancellation charges will apply as follows:

Notice Prior to commencement of event

- ≈ Over Three weeks
 ≈ One to two weeks
 ≈ Less than one week

Cancellation charges

- Full refund
 50 % refund
 No refund

If payment is made by bank transfer/ deposit, this should be made payable to **the Chartered Institute of Arbitrators, Commercial Bank of Africa(CBA) , Mama Ngina Branch, Account Number: 0155538007. Or Mpesa Paybill No. 975743 Account No. ECAPRIL**

Signature:	Date:
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Receipt No:

Issued documents

Receiving officers Signature: -----