



أسبوع الرضا الدولي لتسوية المنازعات  
Riyadh International Disputes Week

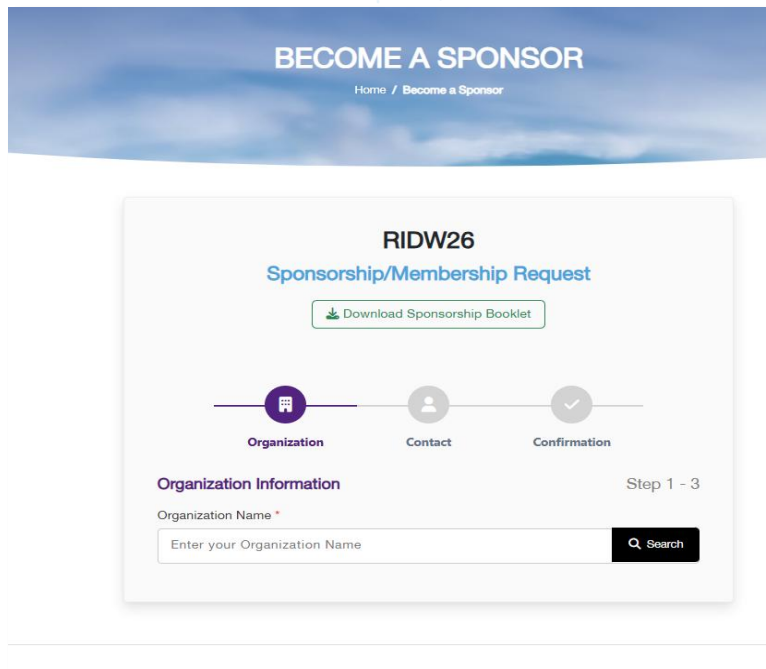
February 1 – 5, 2026

## RIDW Platform Guidelines

Version 01 - October 2025

## Membership/Sponsorship Requests

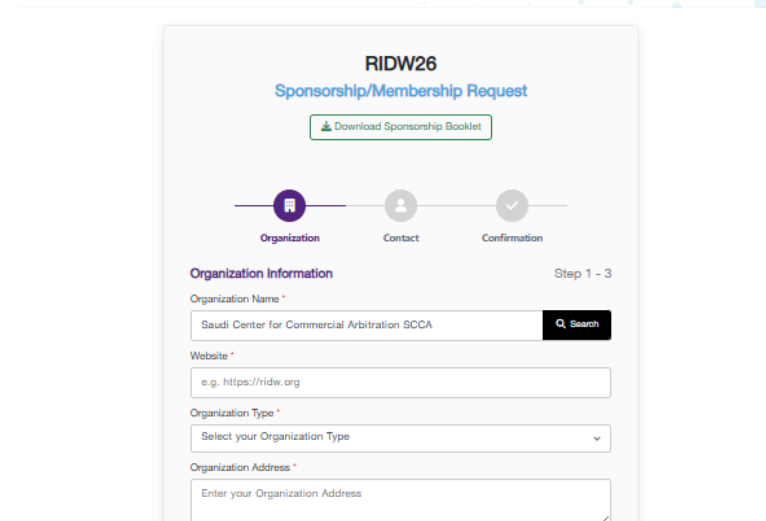
1. From the RIDW Home Page, click on “Be a Sponsor/Member.”
2. Enter your organization name and click Search.



The screenshot shows the "BECOME A SPONSOR" page with a breadcrumb "Home / Become a Sponsor". The main heading is "RIDW26 Sponsorship/Membership Request". Below this is a "Download Sponsorship Booklet" button. A progress bar shows three steps: "Organization" (active), "Contact", and "Confirmation". The "Organization Information" section is titled "Step 1 - 3" and contains a form with the following fields:

- Organization Name \* (with a search icon and "Search" button)
- Website \* (with a placeholder "e.g. https://ridw.org")
- Organization Type \* (a dropdown menu with "Select your Organization Type")
- Organization Address \* (with a placeholder "Enter your Organization Address")

3. Fill in the required information, select your desired sponsorship category, and click Next.

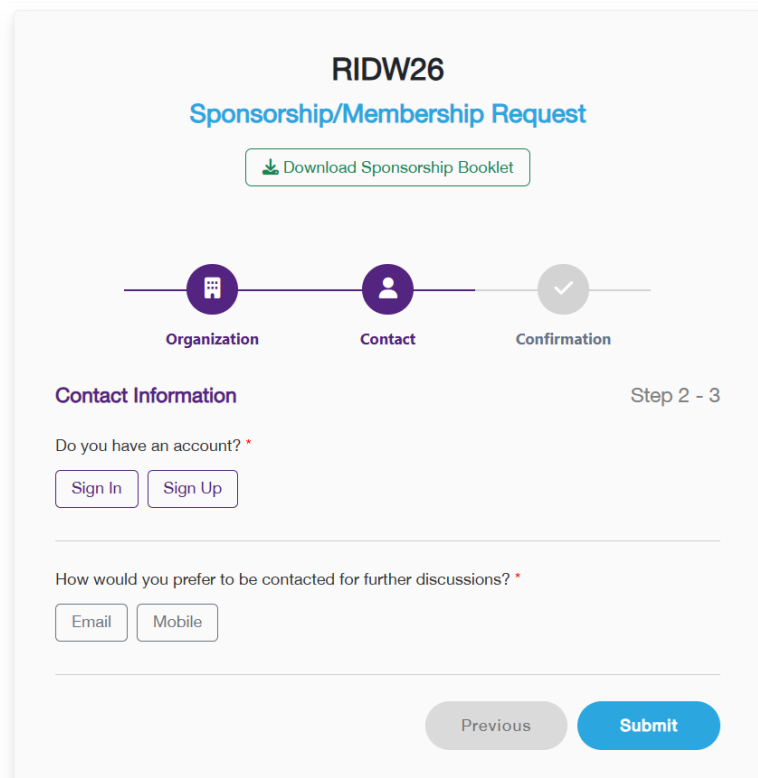


This screenshot shows the same form as the previous one, but with sample data entered:

- Organization Name: Saudi Center for Commercial Arbitration SCCA
- Website: https://ridw.org
- Organization Type: Select your Organization Type
- Organization Address: Enter your Organization Address

4. Sign in / Sign up to your account:
  - If you already have an account and are signed in, your information will be pre-populated. If not, sign up to proceed.
5. Review your information and click Submit.





**RIDW26**  
**Sponsorship/Membership Request**

[Download Sponsorship Booklet](#)

Organization Contact Confirmation

**Contact Information** Step 2 - 3

Do you have an account? \*

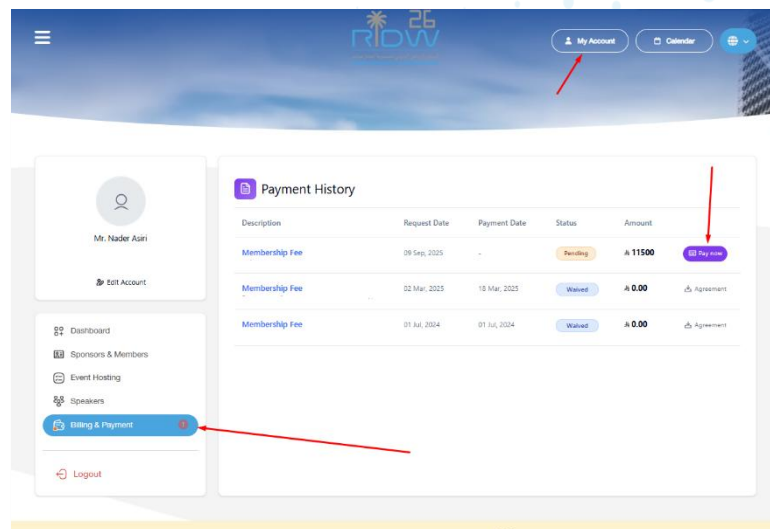
[Sign In](#) [Sign Up](#)

How would you prefer to be contacted for further discussions? \*

[Email](#) [Mobile](#)

[Previous](#) [Submit](#)

6. Upon approval of your request, please follow the steps below to complete the payment process:
- Log in to your RIDW account and navigate to My Account >> Billing & Payment.
  - Locate your invoice and click Pay Now to proceed.



7. You may complete the payment either online or through a wire transfer.

### Credit Card:



How you want to pay?

Credit Card

Wire Transfer

Close


Next

Purchase details

Membership Fee

test

11,500 SAR



Card Information

CS3D mada VISA Mastercard

Card Holder Name

Card Number

Expiry Date

MM

YY

CVV

CVV

?

Billing Information

+ Show

Pay Now

Wire Transfer:

Upload Payment Proof

Upload Receipt \*

Choose File

No file chosen

Note: File allowed PDF, JPG, and PNG.

Beneficiary:

Saudi Center for Commercial Arbitration

Bank:

Alinma Bank

IBAN:

SA9005000068202001247004

Swift Code:


INMASARI




Cancel


Submit

My Account

Calendar

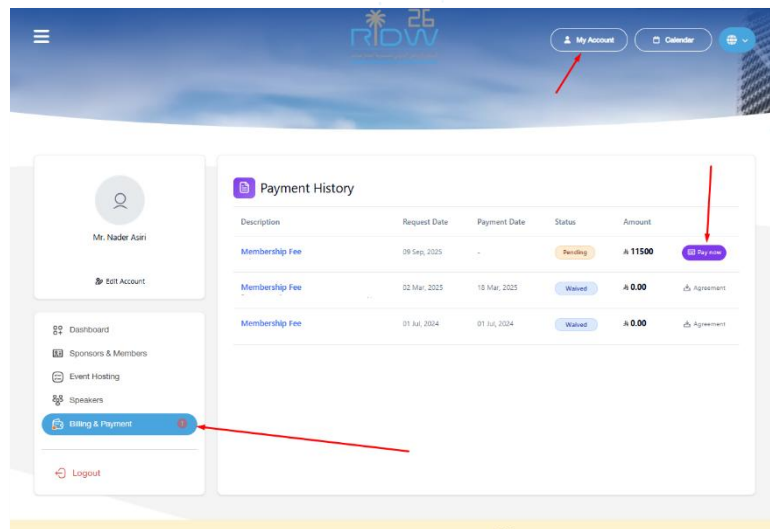


| Status  | Amount |   |
|---------|--------|---|
| Pending | 11500  |  Upload    |
| Waived  | 0.00   |  Agreement |
| Waived  | 0.00   |  Agreement |



**Note:** Upon successful transfer of the amount via Wire transfer, upload the transfer receipt by following the steps below:

- Log in to your RIDW account and navigate to My Account >> Billing & Payment.
- Locate your invoice and click Upload button, attach the transfer receipt and then click submit.



## Event Hosting Requests

1. From the RIDW Home Page, click on “Host an Event.”
2. Sign in / Sign up to your account:
  - If you already have an account and are signed in, your information will be pre-populated. If not, sign up to proceed.
3. Follow the steps, fill in the required details, and click Submit.



### RIDW26 Event Hosting Request

Download Event Hosting Guidelines

Contact

Organization

Event Info

Confirmation

Contact Information

Step 1 - 4

Do you have an account? \*

Sign In

Sign Up

Next

## Room Reservation

Upon acceptance of your event request, please follow the steps below to complete the event hosting process, including payment of the hosting fee (if applicable) and reserving a room.

- Click on “Pay Hosting Fee & Reserve Room” button.
- Follow the steps to reserve your preferred room and complete the payment.

Mr. Saudi Center for Commercial Arbitration

Edit Account

SCCA Saudi Center for Commercial Arbitration (SCCA)

Profile Completion 100%

Manage Event Host

Edit Organization Profile

Alerts

Complete your event hosting process

Dashboard

Sponsors & Members

Event Hosting

Speakers

Billing & Payment

Logout

Event List

Manage your events

Event Requests

Create Event Host Request

Demo Event

February 02, Monday

09:00pm - 06:00pm

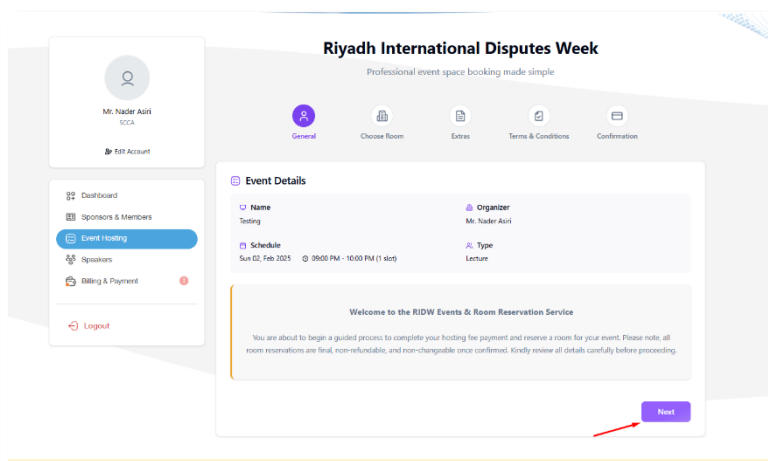
0 out of 50 booked

0.00%

Pay Hosting Fee & Reserve Room

Manage Event

Manage Attendees



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Professional event space booking made simple

Mr. Nader Asiri  
SCCA  
My Account

Dashboard  
Sponsors & Members  
Event Hosting  
Speakers  
Billing & Payment  
Logout

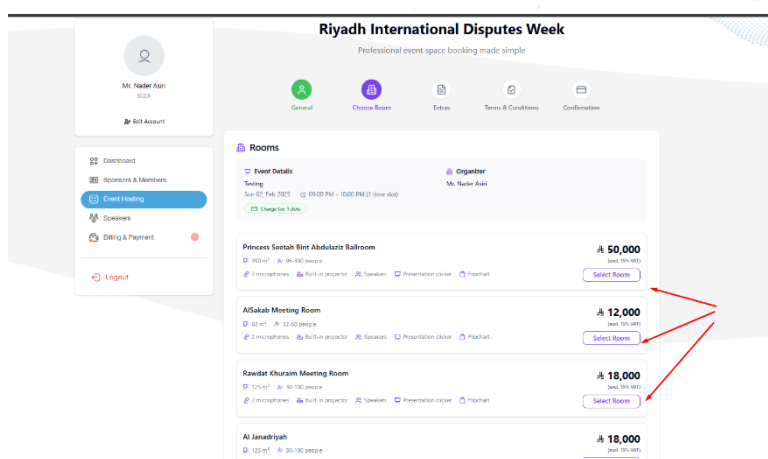
**Event Details**

Name: Testing  
Organizer: Mr. Nader Asiri  
Schedule: Sun 02, Feb 2025 09:00 PM - 10:00 PM (1 slot)  
Type: Lecture

Welcome to the RIDW Events & Room Reservation Service

You are about to begin a guided process to complete your hosting fee payment and reserve a room for your event. Please note, all room reservations are final, non-refundable, and non-changeable once confirmed. Kindly review all details carefully before proceeding.

Next



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Mr. Nader Asiri  
SCCA  
My Account

Dashboard  
Sponsors & Members  
Event Hosting  
Speakers  
Billing & Payment  
Logout

**Rooms**

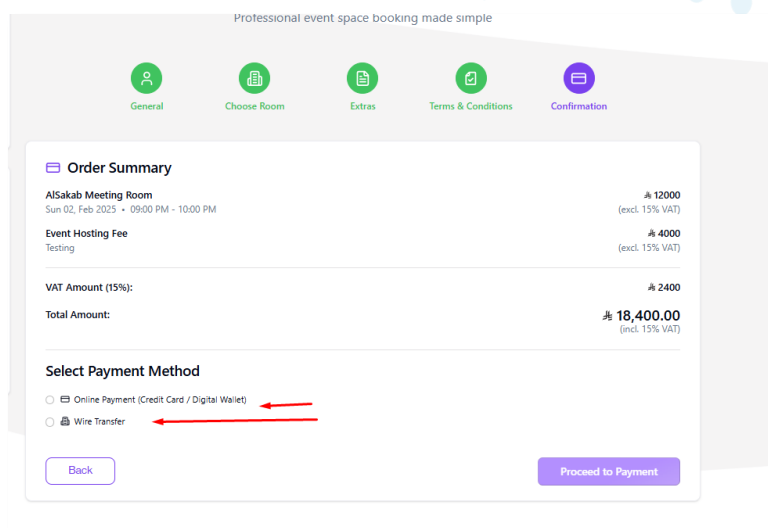
Event Details: Testing, Sun 02, Feb 2025, 09:00 PM - 10:00 PM (1 time slot), Organizer: Mr. Nader Asiri

Princess Saeedah Bint Abdulaziz Ballroom  
AED 50,000 (incl. 15% VAT)  
Select Room

AlSakab Meeting Room  
AED 12,000 (incl. 15% VAT)  
Select Room

Rawdat Khuraim Meeting Room  
AED 18,000 (incl. 15% VAT)  
Select Room

Al Janadriyah  
AED 18,000 (incl. 15% VAT)  
Select Room



Professional event space booking made simple

General Choose Room Extras Terms & Conditions Confirmation

**Order Summary**

AlSakab Meeting Room  
Sun 02, Feb 2025 • 09:00 PM - 10:00 PM  
AED 12000 (excl. 15% VAT)

Event Hosting Fee  
Testing  
AED 4000 (excl. 15% VAT)

VAT Amount (15%): AED 2400

Total Amount: AED 18,400.00 (incl. 15% VAT)

**Select Payment Method**

☐ Online Payment (Credit Card / Digital Wallet)

☒ Wire Transfer

Back Proceed to Payment

**Note:** If wire transfer is selected as the payment method, once the payment is successfully made, upload the receipt by navigating to My Account >> Event Hosting >> Upload Receipt.





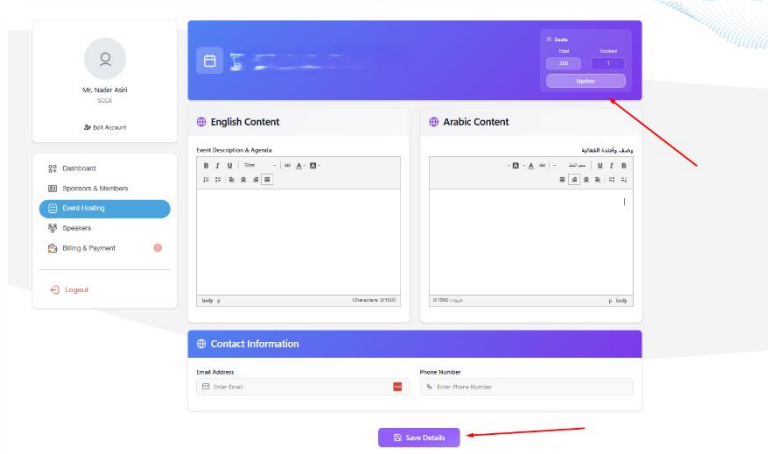
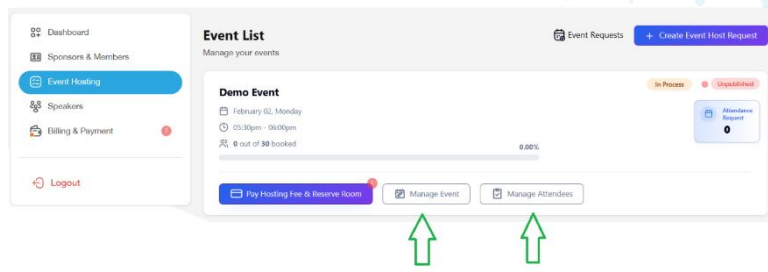
## Event Management

### Event Description/Agenda/Settings:

The event description, agenda, and other details, including the number of seats, can be managed from the 'Manage Event' button.

### Event Attendees:

Event attendance requests, attendee information, can be viewed and managed from 'Manage Attendees' button.







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info@ridw.org  
www.RIDW.org