RIDW Platform Guidelines

Riyadh International Disputes Week

February 1 – 5, 2026

Membership/Sponsorship Requests

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

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

4. Sign in / Sign up to your account:
   o 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.

6. Upon approval of your request, please follow the steps below to complete the payment process:
   o Log in to your RIDW account and navigate to My Account >> Billing & Payment.
   o Locate your invoice and click Pay Now to proceed.
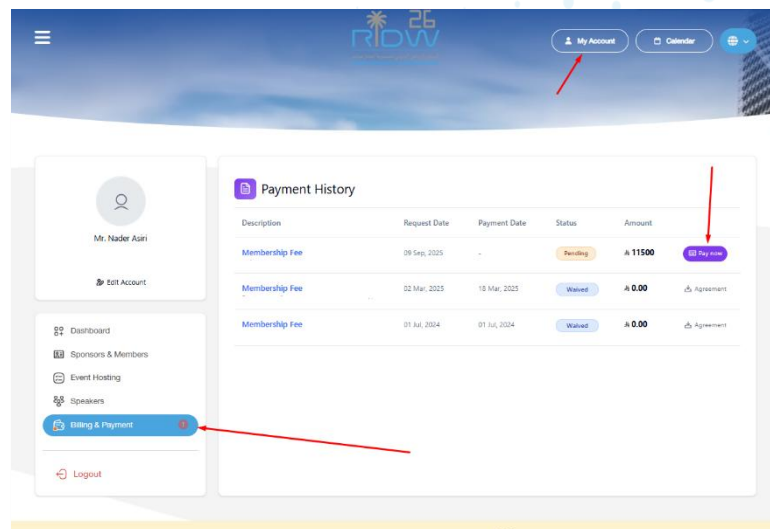
7. You may complete the payment either online or through a wire transfer.

   Credit Card:

Wire Transfer:

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

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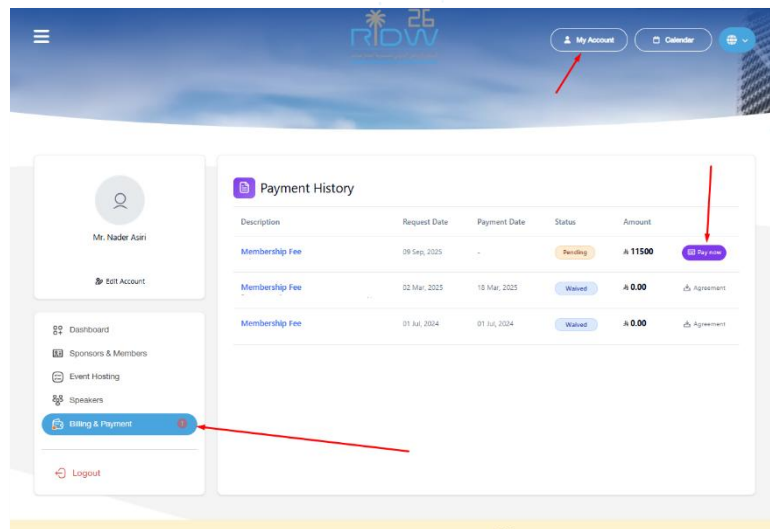
Event Hosting Requests

1. From the RIDW Home Page, click on "Host an Event."
2. Sign in / Sign up to your account:
   - o 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.

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.

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.
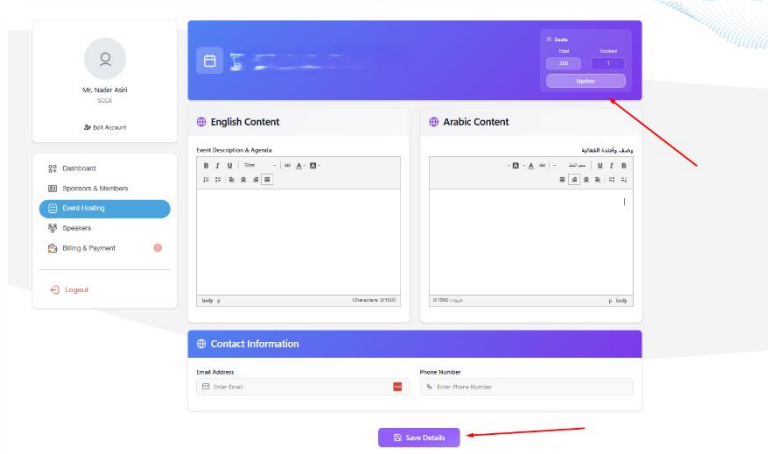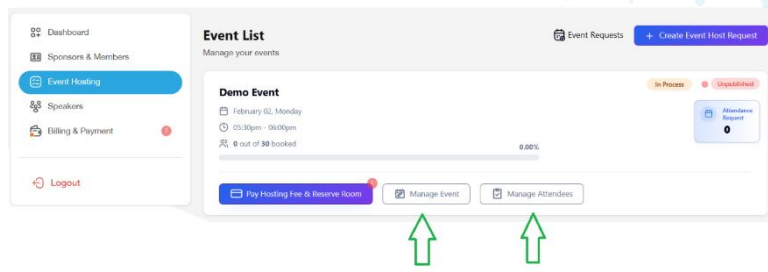
Event Management

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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أسبوع الرياض الدولي لتسوية المنازعات
Riyadh International Disputes Week

info@ridw.org
www.RIDW.org