RIDW 26

أسبوع الرياض الدولي لتسوية المنازعات
Riyadh International Disputes Week

February 1 – 5, 2026

Event Hosting Guidelines

About:

Riyadh International Disputes Week (RIDW) is a distinguished international event, attracting a diverse spectrum of global stakeholders. This dynamic gathering brings together key players in dispute resolution, government, academia and businesses from both local and international sectors. Focusing on national, regional, and international perspectives, RIDW offers a platform for engaging discussions and collaborative exchanges on commercial and investment arbitration, mediation and reconciliation, litigation, and the rule of law.

The inaugural edition of RIDW was a great success, and the second edition built upon that achievement and saw remarkable outcomes, with 5,312 attendees from 82 nationalities, 87 events, 471 speakers, and 230 hours of content, making it the largest legal event in the MENA region. The third edition will take place from February 1-5, 2026. Once again convened by the Saudi Center for Commercial Arbitration (SCCA), this event will highlight Saudi Arabia's strategic commitment to making a meaningful impact across various sectors, fostering collaboration, and driving innovation within the global commercial and ADR communities.

Introduction:

The following are guidelines and recommendations for hosting an event under the umbrella of Riyadh International Disputes Week 2026 (RIDW26). These are to assist event hosts with their planning and apply to all RIDW26 events; and are subject to change without notice at the discretion of RIDW26 Organizing & Scientific Committee ("**OSC**").

At RIDW, we are committed to ensuring a high-quality, impactful experience for both event hosts and attendees. To prioritize the quality of content and provide exceptional support to our hosts, we are limiting the number of events this year to a maximum of 64 events, with no more than 4 events scheduled per time slot across four daily sessions (16 events per day). This decision aims to encourage the selection of highly relevant topics and distinguished speakers.

Please note that events will be selected by a dedicated organising and scientific committee, ensuring that submissions are evaluated based on quality, content, and relevance, rather than on a first-come, first-served basis.

We kindly request that all event submissions adhere strictly to the deadlines and guidelines provided. This will help us maintain the highest standards and ensure that each event contributes meaningfully to the overall success of the upcoming RIDW26

For further information, please contact the Organizing team:

- Email: info@ridw.org
- Phone: (+966 55 041 2472)

Event Types:

The categories include:

Panel Discussion	Seminar	Lecture
Reception	Forum	Conference
Roundtable	Symposium	Breakfast
Lunch Event	Dinner Event	Social Event

Hosting & Co-Hosting:

Hosts can hold an event as the exclusive organizer and/or co-host an event with other partners by organizing joint events.

Event Date & Time:

RIDW26 will take place from Sunday, February 1, 2026, to Thursday, February 5, 2026.

Please note that the evening of Sunday, February 1, is reserved for the Official Opening Reception and Wednesday, February 4, 2026, is reserved and entirely dedicated for the SCCA 5th International Conference and Exhibition (SCCA26) and the RIDW26Gala Dinner.

To maximise registrations and support events:

1. Event start times are fixed. End times are the choice of event hosts, as they deem appropriate, in coordination with the OSC.

2. All session break times will be fixed to provide unified networking opportunities for all guests. Sessions must end at the start of a break or pause during the break and resume afterward. We believe this will not only create more consistent networking opportunities for attendees but also help reduce crowding outside the event rooms during sessions.

3. A maximum of 4 events will start at each time.

4. No restrictions on the number of events held on the evenings of Monday, February 2, Tuesday, February 3, and Thursday, February 5, 2026.

5. Where more than four applications by hosts are made for the same time, the OSC will consider date of the submission by the event hosts, format, event type and subject.

6. All activity relating to events is at full discretion of the OSC.

RIDW26 Time Slots Table:

	Sun, Feb 1	Mon, Feb 2	Tues, Feb 3	Wed, Feb 4	Thurs, Feb 5
09:00 – 10:30	Event 1	Event 17	Event 33		Event 49
	Event 2	Event 18	Event 34		Event 50
	Event 3	Event 19	Event 35		Event 51
	Event 4	Event 20	Event 36		Event 52 56
Morning Break					
11:00 – 12:30	Event 5	Event 21	Event 37		Event 53
	Event 6	Event 22	Event 38		Event 54
	Event 7	Event 23	Event 39		Event 55
	Event 8	Event 24	Event 40		Event 56
Lunch Break					
				SCCA26	
13:30 – 15:00	Event 9	Event 25	Event 41		Event 57
	Event 10	Event 26	Event 42		Event 58
	Event 11	Event 27	Event 43		Event 59
	Event 12	Event 28	Event 44		Event 60
Afternoon Break					
15:30 – 17:00	Event 13	Event 29	Event 45		Event 61
	Event 14	Event 30	Event 46		Event 62
	Event 15	Event 31	Event 47		Event 63
	Event 16	Event 32	Event 48		Event 64
18:00 - Late	Official Opening Reception			RIDW26 Gala Dinner	

Event Location (TBC):

OSC encourages all event hosts to consider holding their events at the recommended venue. This choice will help ensure seamless navigation for attendees between events, enhance networking opportunities, and maximize overall benefits for RIDW26. We are currently in the process of finalizing agreements with the recommended venue and will keep hosts updated on the exclusive discounted rates and other details as soon as they are confirmed.

Event Language:

OSC recommends all events during RIDW26 be held in Arabic and English by providing simultaneous interpretation between the two languages to maximize utility & attendance and benefit everyone attending RIDW26.

Number of Attendees:

Hosts determine the attendance that achieves the objective of its event and will convey this to the OSC accordingly.

Event Agenda & Speakers:

Host can design agenda and choose speakers from Saudi Arabia or abroad, provided the OSC is given a draft agenda and speakers' names to add to the RIDW website.

Please note that all events must receive approval from the Saudi Conventions & Exhibitions General Authority (SCEGA). Once your event has been approved by the RIDW26 OSC and you begin organizing and inviting speakers, it is crucial to gather specific information from each speaker. This includes:

Full Name	Date of Birth	Country
Nationality	Certification	Address
ID Type and Number	Company and Job Title	Phone and Email
Full Name	Date of Birth	Country

Having this information ready will streamline the process of securing SCEGA approval for your event and prevent unnecessary delays. We appreciate your cooperation in ensuring a smooth and successful experience.

Announcement & Registration:

Listing, announcement, and attendee registration for all events will take place on the RIDW website. Each host will regularly receive the names and details of those who have registered to attend their event.

The host can communicate with the OSC directly to provide support and advice.

To ensure optimal coordination and consistency, hosts must first obtain the prior written approval and consent of the OSC before announcing its event to the wider public.

Event Fee:

Once your event is approved, a fee of SAR 4,000 (USD $1,000) Plus VAT will be paid to have the event included in the RIDW26 events calendar and be widely promoted, as well as enable registration through RIDW website.

Timeline for Event Hosts:

Opening the Request to Host an Event	Deadline for Request to Host an Event*	Deadline to Provide Complete Event Information**	SCEGA Secured for All Events***
March 20, 2025	September 30, 2025	October 31, 2025	November 30, 2025

* May close sooner once the fixed number of events are received.

** Including: All speakers confirmed, venue booked and confirmed, and final event agenda submitted. Once this information is received, the OSC will then secure SCEGA approval.
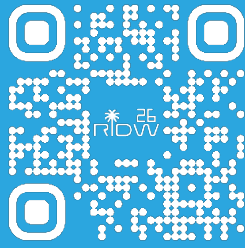
*** Once license has been approved no further modifications without prior approval.

Terms & Conditions for Hosting an Event:

Marketing materials:	All RIDW26 event's marketing materials feature RIDW26 logo, including all printed, digital, announcements or press releases.
Social media:	Event host social media activities feature #RIDW26 hashtag.
Event:	OSC reserves the right to propose programmatic changes in appropriate circumstances, including proposed speakers, subject to the approvals of the related domestic authority review. Event hosts will immediately notify the OSC of any sudden changes in their program (title modification, changes in speakers, cancellation of event... etc.). Changes will be subject to review and approval of the OC.
Cost:	Event-related costs (e.g. venues, translation, travel, catering etc.) are exclusively the responsibility of the event host (and not of the RIDW26 Organizers, SCCA or other staff or vendors, et al).
Fee:	Event hosting fee of SAR 4000 (USD$ 1,000) plus VAT non-refundable.
Professional attendee experience:	Event hosts are required to: - have full administration control and responsibility. - ensure all registrations are through the RIDW26 website. - be responsible for monitoring and confirming (or declining) registration with all those who register for their event(s). - once events are oversubscribed, ensure a "registration now closed" notice is added to the RIDW website. - be responsible for ensuring a professional atmosphere and collegiality conducive to a learning environment are maintained throughout all events and functions. - In the event of unresponsiveness, the OSC may cancel the event.

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