

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 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](mailto: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 5<sup>th</sup> International Conference and Exhibition (SCCA26) and the RIDW26 Gala 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.
3. A maximum of 4 events will start at each time.
4. There are 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 the date of the submission by the event hosts, format, event type and subject.
6. The OSC has full discretion over all events.

## 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    | SCCA26             | 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     |
| 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     |                            |            |             |                    |              |
|                 |                            |            |             |                    |              |
|                 |                            |            |             |                    |              |
| 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 Venue & Booking Process:

### Venue:

RIDW26 will be hosted at the newly opened **Sofitel Riyadh Hotel & Convention Centre**. This state-of-the-art venue reflects the growth and ambition of RIDW and offers a sophisticated setting for events of all types. Designed with both style and functionality in mind, the Sofitel features elegant ballrooms, versatile breakout areas, and modern conference spaces — all equipped with the latest technology to support seamless collaboration and an exceptional event experience.

All RIDW26 events must be held at the Sofitel Riyadh Hotel & Convention Centre.

### This requirement does not apply to:

1. Social events.
2. Special format sessions.
3. Situations where accommodation at the Sofitel is not possible due to specific logistical constraints.

**Any exceptions are subject to approval by OSC.**

### Booking Process:

We are streamlining the venue booking process for event hosts. You will no longer need to contact the venue directly. Instead, once your event is approved, we will collect most of the necessary details through your RIDW account.

Through your RIDW account, you can:

- Select meeting room spaces (subject to availability).

- Choose room layout and seating configuration.
- Submit all logistical and technical requirements. We will share this with the Sofitel.

Our team is committed to working closely with you to accommodate as many of your requests as possible, ensuring a smooth and professional experience from start to finish.

### Meeting Rooms and Fees:

| Room                                    | Number of seats based on seating style |           |         |                       | Size SQM | Price<br>exclusive of<br>15% VAT in<br>SAR |
|-----------------------------------------|----------------------------------------|-----------|---------|-----------------------|----------|--------------------------------------------|
|                                         | Theatre                                | Classroom | Banquet | Cocktail<br>Reception |          |                                            |
| Sofitel Mezzanine Floor                 |                                        |           |         |                       |          |                                            |
| Princess Seetah Bint Abdulaziz Ballroom | 200                                    | 96        | 160     | 300                   | 390      | 50,000                                     |
| AlSakab Meeting Room                    | 40                                     | 20        | 32      | 60                    | 82       | 12,000                                     |
| Rawdat Khuraim Meeting Room             | 80                                     | 30        | 64      | 100                   | 125      | 18,000                                     |
| Al Janadriyah                           | 80                                     | 30        | 64      | 100                   | 125      | 18,000                                     |
| Al Thumama                              | 120                                    | 60        | 96      | 280                   | 210      | 34,000                                     |
| Al Thumama A                            | 40                                     | 20        | 32      | 60                    | 75       | 12,000                                     |
| Al Thumama B                            | 40                                     | 20        | 32      | 60                    | 75       | 12,000                                     |
| Al Thumama C                            | 30                                     | 15        | 24      | 40                    | 60       | 10,000                                     |
| Sofitel Convention Center               |                                        |           |         |                       |          |                                            |
| Al Aietdal                              | 40                                     | 20        | 32      | 50                    | 85       | 12,000                                     |
| Al Insaniah                             | 100                                    | 50        | 80      | 120                   | 180      | 32,000                                     |
| Al Insaniah A                           | 50                                     | 20        | 32      | 60                    | 90       | 16,000                                     |
| Al Insaniah B                           | 50                                     | 20        | 32      | 60                    | 90       | 16,000                                     |
| Al Tasamuh                              | 40                                     | 20        | 32      | 60                    | 85       | 12,000                                     |

Please note: This reflects your venue's capacity and does not limit the number of participant registration requests you may accept to attend the event. We understand that hosts may plan for potential no-shows. For some events this may be up to 50%.

## Terms and Conditions for Venue Booking:

Please review the following terms and conditions related to your meeting room booking:

### 1. Refreshments

- Each room will be stocked with tea, coffee, water, and light snacks.
- These will be replenished up to four times a day or at the start of each new event.
- For additional requests or full catering services, we are happy to connect you directly with the hotel.

### 2. Booking Duration

- Each booking provides the space for a maximum of two hours, with access beginning 30 minutes prior to your scheduled start time. Example booking slots:

| Event start time | Access to space | End time |
|------------------|-----------------|----------|
| 9.00             | 8.30            | 10.30    |
| 11.00            | 10.30           | 12.30    |
| 13.30            | 13.00           | 15.00    |
| 15.30            | 15.00           | 17.00    |
| 17.30            | 17.00           | 19.00    |
| 19.30            | 19.00           | 21.00    |

For bookings exceeding two hours, you may need to book two consecutive slots or contact the RIDW team for support with extended arrangements.

### 3. Audio-Visuals (AV) Equipment

Each meeting room includes the following standard AV setup:

- 2 microphones.
- Built-in projector and screen.
- Speakers.
- Presentation clicker.
- Flipchart.

Any additional AV equipment or technical support will be subject to availability and may incur additional charges by the Sofitel.

### 4. Payment

Once payment is made, all fees are non-refundable.

### 5. Holding rooms

Please note that we are unable to reserve or hold rooms in advance. Once all events have been approved, **room bookings will be processed strictly on a first-come, first-served basis** through the RIDW26 platform. We encourage hosts to complete their booking as early as possible to secure their preferred space.

### Role of RIDW & Responsibility Disclaimer:

- All venue bookings for RIDW26 are final and non-refundable.
- RIDW26 is facilitating reservations through the platform to streamline the booking process and reduce the need for direct coordination with the Sofitel.

- While RIDW26 will collect key logistical and technical requirements on your behalf, all event-day service, setup, catering, and AV support are the sole responsibility of the Sofitel.
- RIDW26 is not responsible for any delays, service disruptions, or dissatisfaction related to Sofitel Hotel's performance or facilities on the day of your event.
- Any additional services or changes requested after the booking may be subject to availability and additional fees, as determined by the Sofitel.
- We recommend reaching out to the RIDW26 team well in advance with any questions or special requests so we can help coordinate with the Sofitel effectively.
- Any damage incurred to the Sofitel is the ultimate responsibility of the event host upon demonstration that the event host is liable.

**Note:**

All booking requests, room setups, and additional requirements are subject to review and approval by RIDW26. As the overall event planning evolves, there may be updates or changes to the above terms. The OSC will communicate any changes as they arise.

**Event Language:**

OSC recommends all events during RIDW26 to be held in Arabic and English by providing simultaneous interpretation between the two languages.

### 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 shall provide the OSC with the 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 OSC, please gather all the following information:

|                    |                         |                 |
|--------------------|-------------------------|-----------------|
| Full Name          | Date of Birth           | Country         |
| Nationality        | Job Title/Qualification | Address         |
| ID Type and Number | Company                 | Phone and Email |

Having this information ready will streamline the process of securing SCEGA approval for your event and prevent unnecessary delays.

### 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 its event.

To ensure optimal coordination and consistency, hosts must obtain 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 becomes due to have the event included in the RIDW26 events calendar and be widely promoted, as well as enable registration via the RIDW website.

Timeline for Event Hosts:

| Acceptance of the Request to Host an Event | Deadline for Request to Host an Event* | Deadline to Provide Complete Event Information** | SCEGA Approval 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 finalized event agenda submitted. Once this information is received, the OSC will then secure SCEGA approval.

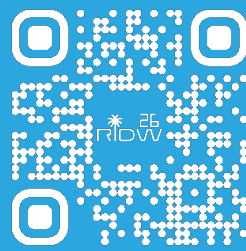
\*\*\* Once a license has been approved no further modifications will be accepted without prior approval.

## Terms & Conditions for Hosting an Event:

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Marketing materials:</b>              | All RIDW26 event's marketing materials feature RIDW26 logo, including all printed, digital, announcements or press releases.                                                                                                                                                                                                                                                                                                        |
| <b>Social media:</b>                     | Event host social media activities feature #RIDW26 hashtag.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Event:</b>                            | <p>OSC reserves the right to propose program changes where appropriate including proposed speakers, subject to the approvals of SCEGA.</p> <p>Event hosts will immediately notify the OSC of any changes in their program (title modification, speaker replacement, event cancellation... etc.). Changes will be subject to review and approval of the OCS.</p>                                                                     |
| <b>Cost:</b>                             | Event-related costs (e.g, venues, translation, travel, catering, etc.) are the responsibility of the event host.                                                                                                                                                                                                                                                                                                                    |
| <b>Fee:</b>                              | Non-refundable event hosting fee of SAR 4,000 (USD\$ 1,000) plus VAT                                                                                                                                                                                                                                                                                                                                                                |
| <b>Professional attendee experience:</b> | <p>Event hosts are required to:</p> <ul style="list-style-type: none"> <li>▪ have full administration control and responsibility.</li> <li>▪ ensure all registrations are made via the RIDW26 website.</li> <li>▪ be responsible for monitoring and confirming (or declining) registration attendees.</li> <li>▪ once events are oversubscribed, ensure a "registration now closed" notice is added to the RIDW website.</li> </ul> |
| <b>Liability for damages</b>             | Any damage incurred to the venue is the ultimate responsibility of the event host upon demonstration that the event host is liable.                                                                                                                                                                                                                                                                                                 |



أسبوع الرياض الدولي لتسوية المنازعات  
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