أسبوع الرباض الـدولي لتسـوبة المنازعـات Riyadh International Disputes Week

RIDW Website Guidelines



www.RIDW.org

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Contents

Membership/Sponsorship Requests	3
Event Request	7
Adding Speakers	9
Event Management	12
Discount Coupons	13







Membership/Sponsorship Requests

Creating a request

To create a request, first choose whether you want to become a member or a sponsor. After selecting, a form will appear. Please fill in the required information.

	RIDW2	5	
Sponso	orship/Member	rship Request	
<u>ل</u> ا	Download Sponsors	hip Booklet	
Organization	Contact	Confirmation	
Organization Informatio	n	St	ep 1 - 3
Organization Name *			
Enter your Organization N	lame		
Organization Type *			
Select your Organization	Туре		~
Website *			
e.g. https://ridw.org			
Organization Address *			
Enter your Organization A	ddress		
			/
Which sponsorship options a	re you interested in?*	∠ Dowr	Noad file
Strategic Partner	Diamond	Gold	
Membership 💿	Opening Reception	n 🚯 🛛 🛛 Gala Dinner 🕄	
Did you Sponsor RIDW	1042 *	Did you attend RIDW24?*	
	124:		
Yes No		Yes No	
What are your expectations fr	om participating in RID	DW25?	

Once the form is submitted, the RIDW team will review your request and either approve or reject it.

If approved, you need to complete the payment and update your profile to make your organization visible on the RIDW website. Here are the steps to follow:

- 1. Log in to the RIDW platform using your registered email address.
- 2. Click on "My Account."
- 3. Navigate to the "Billing & Payment" section and complete the membership fee payment.

You can pay either online or via wire transfer:

	Organization profile for member/event host is incomplete.	11111
	organization promo ne mientoreveni nosi la modificato.	Update Profile Now
My Account		
My Calendar		
Organization Profile		
Billing & Payment	Edit My Account Change Passwort	





	Billing & Payment			
	Description	Amount	Status	
My Account	Membership Fee test Sun 18 Aug, 2024	11500 SAR	Pendiru	Pay now
My Calender				$\hat{\mathbf{A}}$
Sponsorship/Membership				u
Billing & Payment				
Logout				

	5		
Credit Card	Wire Tr	ansfer	
	Credit Card	Credit Card Wire Tr	Credit Card Wire Transfer

 For online payment, click on "Credit Card," fill in your card and payment details, then click "Pay Now."

Purchase details Membership Fee test	
11,500 SAR	
Card information	
Card Holder Name	
Name	
Card Number	
XXXX XXXX XXXX XXXX	
Expiry Date CVV MM YY CVV C	
Billing Information	+ Show

• For wire transfer, select the "Wire Transfer" option. The bank account details will appear. Use this information to complete the transfer. Once done, upload the receipt by clicking on "Choose File" and selecting the receipt file.





Billing & Payment Description Amount Membership Fee 11500 SAR test	Status Yee Turneto		How you want to pay?
Description Amount Membership Fee 11500 SAR			Credit Card Wire Transf
	Wee Transfer		
Sun 18 Aug, 2024		Under review 📩 Agreement	Beneficiary: Saudi Center for Commercial Bank: Alinma Bank
			IBAN: SA0405000068202001247000 Swift Code: INMASARI
			Upload Receipt * Choose File No file chosen

4. Once the payment is completed, ensure all organizational information is up to date. Navigate to the "Organization Profile."

My Account		
My Calender		
Organization Profile		
Billing & Payment		
Logout		
Logout	•	

	ACTIVE	for commercial	Arbitration (SCCA)	
English Content		1	Arabic Content	
Organization Address				عنوان المنظمة
About Organization				عن المنظمة
body p	Characters: 0/1500	مريك 0/1500		p body
Social Media Links				
Website Link https://sadr.org/		Twitter Link		
Linkedin Link		Youtube Link		
Facebook Link		Instagram Link		
https://		https://		







- Upload a logo by clicking on "Upload Logo."
- Add your organization's address and description in both English and Arabic.
- If available, add your organization's social media links.
- 5. Click "Update" once all information is added.

Note: It may take up to 72 hours for your membership to be activated and visible on the RIDW platform after payment and submission of all required details.







Event Request

Creating an event request

To create an event request, click on "Host Event Request." A form will appear, and you will need to fill in the required information.

After submitting the form, the RIDW team will review your request and either approve or reject it. If approved, follow these steps to complete payment and update your event details for visibility on the RIDW website:

Event Fee

If you are not a RIDW member, a hosting fee of 4600 SAR is required. Complete the payment using these steps:

- 1. Log in to RIDW.
- 2. Navigate to "My Account" > "Billing & Payment" > "Pay."

		_		
	My Account			
	My Calender			
C	rganization Profile			
	Billing & Payment	$\square <$		
	Loaout			
	Billing & Payment			
	Description	Amount	Status	
My Account	8un 18 Aug, 2024		Pandra	Pay now
My Calender				
Sponsonship/Membership				
Billing & Paymont				
Logout				

3. For online payment, select "Credit Card," fill in your card details, and click "Pay Now." For wire transfer, select "Wire Transfer." Use the provided bank account information to complete the transfer, then upload the receipt by clicking "Choose File" and selecting the receipt file.

How you want to pay?	Purchase details	How you want to pay?
	SAR =	
Gredit Card Wire Transfer Beneficiary: Saudi Center for Commercial Arbitration Banic Alinma Banik	Card Internation	Credit Card Wire Transfer
IBAN: SA0405000068202001247000 Swift Code: INMASARI Upload Receipt *	Care Number Record Document Barry Date MM YY CVY CVY CVY CVY	Close Next
Choose File No file chosen Citoso Submit	Billing Information + Show	



4. Once payment is completed, update your event details:Log in to RIDW > My Account > Event List > Edit Event > Event Description & Agenda.

SOCA	0 Total Enrollments	O Approved Envolments	0 Registration Request Enrolments	0 Rejection Enrolmenta
			Not Public	
My Account	0	24 Feb. 2025 Test Event		Edit Event
My Calender	11:00 AM - 01:00 PM	Total Seats: 100 Remaining Se CD English & Arabic 11 By rev		Eraulineeria: 0
Organization Profile				
Event Request				
Event List				
Billing & Payment				
Logout				
a 24 Mond	зу	Test Event	C	
February			11:00 AM-	01.00 PM
	De Event De	escription & Agenda 🛛 🖉 Spea	akers	
Event Description &	English Content		Arabic Content	وصف وأجندة الف
B I U S	• • • • • • • •		ا ممرند - ا د 📐 - 🖾 -	<u>и</u> I в
JE 12 18 18 18			2 2 3	BE 12 12
Heat Event Descry	een			÷
Venue Address	Character	s: 22/1500 1/1500 :-J _{JJA} A		عتوان مكان القمال
Venue Address			4	
Google Map If Embed a Map	rame			
Event Support	Contact			
		UPDATE		
Seats				
Total	Booked			
100	100			
		UPDATE		

• **Event Description & Agenda:** Provide a detailed description of your event, including objectives and any unique features.

Once the required details and payment (if applicable) are received, RIDW will proceed with the necessary arrangements and keep you updated.



RIDW Website Guidelines



Adding Speakers

To add speakers to your event, follow these steps:

- 1. Log in to RIDW.
- 2. Navigate to "My Account" > "Event List" > "Edit Event" > "Speakers."

				~
SCCA	0 Total Enrollments	0 Approved Enrollments	0 Registration Request Enrolments	O Rejection Enrollments
My Account		24 Feb, 2025	Not Public	C Edit Event
My Calender	()	Test Event		
	11:00 AM - 01:00 PM	Total Seats: 100 Remaining	request 1 Free	Envolments: 0
Organization Profile				
Event Request				
Event List				
Billing & Payment				
Logout				
	24 Monday Renay		est Event	() 11:00 AM-61:00 PM
My Account My Calender	24 Monday	T	est Event	C
My Account My Calender Organization Profile	24 Monday	T	Test Event for & Agendar	C
My Account My Account My Calendar Organization Profile Event Request	24 Monday Fieruny	T Event Descre	Test Event ton & Agenda Mid new Speaker	C
My Account My Calendar Organization Profile	24 Monday Fieruny	Cyvei Descre Evvei Descre Job Title	Test Event ton & Agenda Mid new Speaker	C

3. Click on "Add New Speaker" and provide the necessary information.

-0-	-0-		_0_	-0-
Personal	Address	Biography	Event	Confirmation
ersonal Inform	ation			Step 1 - 5
peaker Email Addr	ress *			
nasiri@ridw.org				





		Add New Speake		
-0		— (ii)	-0-	
Personal A	ddress	Biography	Event	Confirmation
Address Information				Step 2 - 5
Country of Residence *		Region	City	
Select Country	~	Enter Region	Enter C	City
District		Street		
Enter District		Enter Street		
Building No		Postal No	Additiona	l No
Enter Building No		Enter Postal No	Enter A	dditional No

Personal Addres		9	0-0-
	s Blog	raphy E	Event Confirmation
Personal Information			Step 1 - 5
Speaker Email Address *			
nasiri@ridw.org			
First Name *		Second Name	
Enter First Name		Enter Second	I Name
Third Name		Last Name *	
Enter Third Name		Enter Last Na	ıme
Date of Birth *	Gender *		Nationality *
mm/dd/yyyy	Select Gend		
	Select Geno	der 🗸	Select Nationality ~
	Select Gend	Phone No	
Mobile No *		Phone No	
Mobile No *		Phone No	
Mobile No *		Phone No	
Mobile No * -eee - 51 234 5678 ID Type * Choose		Phone No	
Mobile No * 		Phone No	
Mobile No * - S1 234 5678 D Type * Choose Qualification * Enter Qualification		Phone No	
Mobile No * Hees • 51 234 5678 D Type * Choose Choose Cualification * Enter Qualification Company Name *	Select Usin	Phone No	







Personal Add		Confirmation
	ess bography crent	
Biography Information		Step 3 - 5
	Linkedin	
	Enter Linkedin Link	
	Twitter	
	Enter Twitter Link	
Change Photo	Facebook	
	Enter Facebook Link	
Bio *		
		Characters: 0/1500

Then you can link this speaker to the event.

-8-	-0-		-	-0-
Personal	Address	Biography	Event	Confirmation
Event Linking				Step 4 - 5
Test Event				~
				+ Link Now Evont







Event Management

To manage your event and review enrollment requests:

- 1. Log in to RIDW.
- 2. Go to "My Account" > "Event List" > "Details."

	0 Total Enrollments	0 Approved Envolments	O Registration Request Enrollments	0 Rejection Enrolments
SCCA				
My Account		24 Feb, 2025	Not Public	C Edit Event
My Calender	U	Test Event Total Seats: 100 Remaining 1	Seats: 0	
	11:00 AM - 01:00 PM	English & Anabic Pi By	request	Envolmenta: 0
Organization Profile				
Event Request				
Event List				

_	Registrations	
Search	41 Filter by 🔻	
DETAILS	STATUS	ACTIONS
1	GENORMA IN	~
2	GENORMA IN	~
3	danonproved la	П
4	DIVORMA IN	∀ ~
8	at penons	- APPROVE - PEJECT
6	AL APPROVED	~
7	davoreve in	~

3. Review the list of enrollment requests. Click "Approve" or "Reject" for each request. **Note:** For open admission events, enrollment requests will be automatically approved.



Discount Coupons

To access and share discount coupons:

- 1. Log in to RIDW.
- 2. Navigate to "My Account," then scroll down to see the list of available coupons.

The details for each coupon, including usage limits, discount percentage, and expiration date, will be displayed.

SCCA My Account					
My Calender					
Organization Profile		-	Edit My Account	Change Password	
Event Request					
Event List	Ī		Discount	Coupons	
Billing & Payment			Test	Event	
			Feb 24, 2025	11:00 AM - 01:00 PM	
Logout		Coupon Demo100	S* Limit	Discount	Valid till
		Dumo100	u out of 1 used	100%	049 20, 2024

You can share the coupon code with others to allow them to benefit from the discount.





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