

Background

The Event Organisers (ISLA) and the Board of Directors are always striving to make the Conference the best it possibly can be, notably for sponsors and delegates, who are looking for an opportunity to increase their brand and profile, as well as network with other attendees across the global industry. At the same time, we are also mindful that as the event has gained popularity, increased have also the number of 'side events' being organised by firms in and around the conference. Over the last few years, this has on occasion conflicted with ISLA-sponsored events and sessions.

Organisations wishing to run a side event during the ISLA 32nd Annual Securities Finance & Collateral Management Conference 2025 should therefore consider the following guidelines as part of their attendance and planning process.

- **Side Event Definition/Scope**

This guidance applies in relation to side events not organised and therefore published by ISLA. By 'side events', we are referring to networking or similar events or large gatherings (e.g. receptions), in the same location as or near to the Conference during the period of the Conference, whether related to the Conference or otherwise. This includes open and invite-only events. For the avoidance of doubt, this does not include meetings (formal or otherwise), which would routinely involve a smaller number of attendees.

- **Scheduling**

Whilst the follow timings are provisional and subject to change, up to and including the day(s) of the event, ISLA member firms as well as sponsors of the Conference should not hold side events during the core conference hours, i.e.:

- o Tuesday, 17 June between 13:00-20:00 CET*
- o Wednesday, 18 June between 08:00-14:45 **AND** 17:00-19:45 CET*
- o Thursday, 19 June between 08:30-14:30 CET*

Please Note:

- The ISLA Beneficial Owner Session will once again take place on the morning of Tuesday 17 June. We kindly request side events or meetings targeting this group are avoided at the same time.
- ISLA does not accept any liability for schedule clashes.
- You must allow sufficient travel time between your event and the start of the ISLA conference and/or networking events so that delegates can get to the venue in good time.

- **Side Event Notification to ISLA**

If you are looking to hold a side event that **may conflict/overlap with the above timings, AND are looking to invite potential delegates of the Conference**, then please contact events@islaemea.org ASAP (or no later than 120 days before the Conference start date). We will ask you to complete a side event submission form in the first instance, so we can then discuss any potential conflict and work with you on alternative options/next steps, as appropriate (such as sponsoring one of our networking breaks or receptions).

If your side event falls **outside of the above times**, but so as to give ISLA a full picture of what is happening around the conference (and to help us direct delegates onsite), please email events@islaemea.org as soon as the event is confirmed.

- **Use of the ISLA Logo**

Side event organisers are not permitted to use the ISLA logo on their event materials as part of marketing a side event that is not associated with the main conference agenda.

- **Registration & Delegate Lists**

ISLA cannot share a list nor any contact details of registered delegates of the ISLA 32nd Annual Securities Finance & Collateral Management Conference with side event organisers, unless they are a sponsor in which case they will receive the delegate list in accordance with their contractual T&Cs. You are responsible for managing the registration process for your side event, including recording registrations and sending out joining information emails containing the necessary details your participants need in advance of your event.

- **Side Event Venue Logistics**

You are responsible for fulfilling any contractual terms you enter into with venues for your side event.

We will keep details of all side events on the conference registration desk so we can direct your attendees. Please ensure you provide us with comprehensive event location details so that we can assist you in this regard.

ISLA is unable to provide venue space, audio visual equipment, catering, registration or staffing assistance for your side event.