

JUNIOR NATIONAL LAW CONFERENCE 2019

GUIDELINES FOR DELEGATES

REGISTRATION:

Please bring the e-ticket sent to you via email, *BASL Identity Card* and a copy of the National Identity Card and produce the same at the registration desk at the entrance of the Hotel between 1.30 p.m. to 5.00 p.m. on the 29th of November 2019, in order to validate your registration and to collect the room key and the Conference Identification Tag.

Kindly note that the 'day pass' holders are required to produce the 'day pass' e-ticket together with the BASL Identity Card on the 30th of November and the 01st of December 2019 at the registration desk at the entrance between 8.00 a.m. to 9.00 a.m. to validate the registration and to collect the Conference Identification Tag.

CHECKING IN:

The Hotel staff will receive your luggage upon your arrival at the Hotel.

Please ensure that legible luggage tags (provided by the Hotel) are filled and attached to each item of luggage before the same being handed over to the hotel.

Check - in will be from 1.30 p.m. to 5.00 p.m. on the 29th of November 2019. Please ensure that you arrive at the Hotel within this time period.

A list containing your name, e- ticket number and the room number will be displayed at the entrance of the Hotel.

Please note that the room key will be handed over to the first delegate who arrives at the registration desk.

Please ensure that you collect your Conference Identification Tag at the time of registration. Your Conference Identification Tag must be worn at all times and in the event you do not possess the Tag, access maybe denied for sessions/events and restaurant, by the hotel staff and/or members of the Conference Organizing Committee.

Kindly note that in the event you have not indicated your preferred room sharing delegate in the case of a double sharing room or have not indicated two preferred delegates in the case of a triple sharing room; the Conference Organizing Committee shall have the full discretion of allocating another delegate to share such room with you. Such decision of the Conference Organizing Committee shall be final and shall not be subject to review or consideration.

CHECK-OUT:

Check-out will be at or before 12.30 p.m. on the 01st of December 2019.

At the conclusion of the Closing Ceremony of the Conference, Delegates are requested to checkout and hand over the room keys to the reception.

Please be informed that expenses incurred for any additional services required by delegates from the Hotel, including room service and/or use of the Mini Bar and/or laundry services, *must be borne by the delegates who have requested such services.*

Delegates will be given their copies of the Junior Bar Law Journal on the 01st of December 2019 upon *presenting the BASL Identity Card.*

SESSIONS:

It is MANDATORY for the delegates to participate in the sessions throughout the Conference and the delegates may bring the relevant Statutes for the preferred sessions.

Keeping in line with the theme of the Conference this year, the participants will be provided with a Pen Drive including the soft copies of the Sessions Material instead of providing the same in printed form. You may also download the same by logging on to www.juniorbarbasl.lk/JNLC/Sessions.

SAFETY:

Delegates are advised to keep their luggage safe taking appropriate measures such as combination locks. The *Conference organizing committee shall not be liable for loss of valuables or personal belongings.*

TRANSPORT:

If you have requested for transport in the delegate application form, please note the following;

Transport from Colombo to Wadduwa- the delegates are required to be at the entrance of the BASL, Colombo by 11.30 a.m. on the 29th of November 2019. The buses will be leaving Colombo at 12.30 p.m.

Transport from Wadduwa to Colombo – the delegates are required to check out from the hotel as instructed above and be present at the reception by 2.30 p.m. on 01st December 2019. The buses will be leaving Wadduwa at 3.00 p.m.

MEALS:

29 th November, 2019 -	Dinner will be served from 9.00 p.m. to 10.30 p.m at the hotel restaurant.
30 th November, 2019 -	Breakfast will be served from 6.30 a.m. to 8.30 a.m. Lunch will be served from 12.45 p.m. to 2.00 p.m. Dinner will be served from 9.00 p.m. to 11.00 p.m. at the Grand Ballroom
01 st December, 2019 -	Breakfast will be served from 7.00 a.m. to 9.00 a.m. Lunch will be served from 12.30 p.m. to 2.00 p.m.

ATTIRE:

Please follow the appropriate dress code for each event, provided for in the attached Programme of the Conference.

***You are required to be appropriately attired and refrain from wearing skinnies and shorts at all times.**

DISCIPLINE:

All delegates are expected to conduct themselves with a high standard of behavior and in a professional manner. Any complaints made in this regard will be strictly dealt with by the Bar Association of Sri Lanka.