

UIA Training Course – Legal English for Lawyers Initiation: *Meet with Clients & Counsel*

Monday, January 29 & Tuesday, January 30, 2018



 #UIALegalEnglish

PARIS – FRANCE

INTRODUCTION & GENERAL INFORMATION

The UIA is proud to present this course which is part of the UIA 2018 Training Courses Programme. The objective of our Training Courses is to provide comprehensive tools in specific and/or specialist areas of the law or in specific projects, by offering advanced-level “master classes” held by outstanding expert trainers.

The course is held over 2 days, with 1 trainer.

Minimum number of participants: 12 / Maximum number of participants: 15

This Legal English Training Course **will be held in two separate levels and sessions, which you may take individually or as a complete unit:**

- **Initiation: Monday, January 29 and Tuesday, January 30, 2018**
- **Advanced: Monday, June 18 and Tuesday, June 19, 2018**

Attend the first January session and benefit from a 10% discount on the June session registration!

Objectives of the Training Course and programme

This Training Course aims to help participants acquire and master certain legal vocabulary in English, as well as to communicate precisely in both written and oral English in an international legal context. The four skills (written and oral expression, as well as written and oral comprehension) will be developed through interaction and numerous practical exercises based on the actual work performed by lawyers.

Who should attend?

All lawyers and legal practitioners desiring to work in an international legal environment.

A minimum B2 level (strong intermediate) in English is highly recommended in order to fully benefit from this Training Course.

Working language

The sessions will be held in **English without simultaneous translation.**

Continuing Legal Education

Every participant attending the entire Training Course programme will receive a “Certificate of Attendance” at the end of the course that may be used for obtaining “Credits” for “Continuing Legal Education” - “Continuing Professional Development” purposes, depending on national rules. For more information, please contact the UIA.

REGISTRATION FEES

	UIA Member		Non Member	
	<= 29.12.2017	> 30.12.2017	<= 29.12.2017	> 30.12.2017
Standard Registration <i>Amounts exclusive of VAT</i>	€ 595.00*	€ 645.00*	€ 645.00*	€ 695.00*
Young Lawyer (<35)** <i>Amounts exclusive of VAT</i>	€ 545.00*	€ 595.00*	€ 595.00*	€ 645.00*

*Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20%. However, you can deduct the VAT through your local fiscal administration.

** Please attach proof of age to the registration form to benefit from young lawyer fee.

These fees cover participation in the course, coffee breaks, lunches on Monday, January 29 and Tuesday, January 30, 2018 as well as the documentation. Please note that the number of places in this training course is limited. The maximum number of participants is 15. Applications will only be processed upon receipt in full of the registration fees. Admission will be on a first come - first served basis.

THE TRAINER



Stephanie COOPER-SLOCKYJ,
Trainer in Legal English and translator
Paris, France
slockyj@gmail.com

Stéphanie Cooper-Slockyj, member of the California Bar, former *maitre de conférence* at Université de Paris II – Assas and instructor in several *grandes écoles*, multinational companies and international law firms, has trained and translated legal English and provided TOLES exam preparation in France for over 20 years.
<https://www.linkedin.com/in/stéphanie-cooper-slockyj-1531a240/>

COURSE VENUE

UIA – Union Internationale des Avocats
International Association of Lawyers
20 rue Drouot (3^e étage)
75009 Paris – France

HOTEL RESERVATION

Each participant should make his/her own arrangements for hotel accommodation in Paris. The UIA is located in Paris in the 9^e arrondissement. A few hotel suggestions nearby are:

Paris Marriott Opera Ambassador (4*) – at 450 m
Monsieur Cadet Hôtel & Spa (4*) – at 190 m
Hôtel Pulitzer (4*) – 260 m
Ibis Paris Grands Boulevards (3*) – 200 m

The Website www.booking.com might be helpful to book a room or find other hotels.

PROGRAMME – 1st Session: INITIATION

MEET WITH CLIENTS + COUNSEL

Monday, January 29, 2018

DAY 1

08:30 – 09:00	REGISTRATION OF THE PARTICIPANTS
09:00 – 10:45	<u>Introducing yourself and your practice in English – legal vocabulary</u> : legal professions; firms; practice areas; services (exercises in oral expression and comprehension)
10:45 – 11:00	COFFEE BREAK
11:00 – 12:30	<u>Cultural practices and differences</u> in the legal professions: level of formality and register of language required; comparing legal English with general English
12:30 – 14:00	LUNCH BREAK
14:00 – 15:45	<u>Professional communication basics</u> : spelling, numbers in English; overview of routine exchanges between client and attorney or between colleagues
15:45 – 16:00	COFFEE BREAK
16:00 – 17:30	<u>Routine exchanges between client and attorney</u> : fees; setting appointments ; initial meetings with clients; obtaining information or confirmation (oral comprehension, role plays)

Tuesday, January 30, 2018

DAY 2

09:00 – 10:45	<u>Routine exchanges (part II)</u> : processes and procedures; progression of matters and establishing expectations; notions of remedy and appeal (vocabulary and oral exercises)
10 :45 – 11:00	COFFEE BREAK
11:00 – 12:30	<u>Explaining and advising</u> in your legal practice area: awareness of register , introducing nuance (modal verbs, conditionals)
12:30 – 14:00	LUNCH BREAK
14:00 – 15:45	<u>Professional correspondence in English</u> : examples to follow; proper salutations and use
15:45 – 16:00	COFFEE BREAK
16:00 – 17:30	<u>Drafting e-mails and classic correspondence</u> (exercises); obtaining reliable examples and references in legal English: where to look

CANCELLATION CONDITIONS

All cancellations will be subject to a 50% deduction and will have to be sent in writing, to be received by the Union Internationale des Avocats **no later than December 29, 2017**. No refund will be made for cancellations received after this date.

VISAS: Anyone who requires a visa invitation letter in order to attend the training course should register and pay their registration fees **no later than December 29, 2017** to ensure there is enough time to obtain a visa. All cancellations due to a visa refusal will be refunded in full, minus €50 + VAT to cover administrative costs, provided that the UIA has received the registration documents and **total** registration fees **no later than December 29, 2017**.

If you register after this date, only 50% of the amount paid minus €50 + VAT to cover administrative costs will be refunded for cancellations due to visa refusals.

All cancellations due to a visa refusal must be sent in writing and reach the UIA **before the training course**. Cancellations must be accompanied by a **proof of visa refusal**.

If your visa is issued after the training course date or if you do not have proof of visa refusal, you will not be entitled to a refund.

GENERAL CONDITIONS

All registrations received by the Union Internationale des Avocats (UIA) along with the full payment of fees corresponding to the events selected will be confirmed in writing.

Due to the European legislation (Directive 2006-112-CE art.52), the UIA has to invoice the amount including the French VAT currently at 20%. However, you can deduct the VAT through your local fiscal administration.

The UIA reserves the right to cancel or postpone the training course to a later date, change the training course venue and/or programme, make any corrections or modifications in the information published in the training course programme and cancel any invitation to participate in the training course, at any time and at their entire discretion, without having to provide any reasons for the same.

Neither the UIA, nor any of its managers, employees, agents, members or representatives shall be held responsible for any loss or damage, of any nature, suffered (directly or indirectly) by a delegate, accompanying person or a third party following any cancellations, changes, postponements or modifications.

The UIA strongly advises participants to subscribe to modifiable and/or refundable services, as well as to take out a cancellation insurance.

Neither the UIA, nor any of its managers, employees, agents, members or representatives shall be held responsible for any loss or damage, of any nature whatever, suffered (directly or indirectly) by a delegate or accompanying person, except in case of death or personal injury due to gross negligence by the UIA.

The contractual relations between the UIA and each participant (delegate or accompanying person) in relation to the training course are subject to French law and jurisdiction, to the exclusion of any other law. Paris is the city of jurisdiction.

FORMALITIES

It is the responsibility of participants to ensure compliance with police, customs and health formalities for their journey. Participants unable to take part in the training course because of their inability to take a flight or any other means of transportation due to being unable to provide the documents required (passport, visa, vaccination certificate, etc.) cannot claim any reimbursement.

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INFORMATION

UIA ■ T +33 1 44 88 55 66 ■ F +33 1 44 88 55 77 ■ E uiacentre@uianet.org ■ www.uianet.org

Bringing together the world's lawyers

For over 90 years, the Union Internationale des Avocats (UIA - International Association of Lawyers) has been defending the legal profession and facilitating international contacts, cooperation and the exchange of knowledge among lawyers, while respecting their cultural and professional diversity.

Today, the UIA brings together several thousand members – lawyers or law professionals – and hundreds of bars, federations and associations.

Join the UIA and become a member of the world's strongest network of lawyers

- You will participate in the work of the UIA Commissions in Business Law, Human Rights and General Practice and share your experience with that of professionals from over 110 countries.
- You will also be able to join forces with the UIA, which, each year, provides its support to lawyers who cannot freely practise their profession. Everywhere in the world where rights of defence are threatened or the proper administration of justice is hindered, the UIA will make your voice heard.



Réunir les avocats du monde

Depuis plus de 90 ans, l'Union Internationale des Avocats (UIA) défend la profession d'avocat et stimule les contacts internationaux, la coopération et l'échange de connaissances entre avocats, dans le respect de leur diversité culturelle et professionnelle.

Aujourd'hui, l'UIA regroupe plusieurs milliers de membres – avocats ou professionnels du droit – et des centaines de barreaux, fédérations et associations.

Rejoignez l'UIA et devenez membre du plus solide réseau d'avocats du monde

- Vous pourrez prendre part aux travaux des commissions de l'UIA en Droit des Affaires, Droits de l'Homme et Pratique Générale et partager votre expérience avec celles de professionnels venus de plus de 110 pays.
- Vous pourrez également vous mobiliser aux côtés de l'UIA qui, chaque année, apporte son soutien aux avocats qui ne peuvent exercer librement leur profession. Partout dans le monde où les droits de la défense sont menacés et où le bon fonctionnement de la justice est entravé, l'UIA fera entendre votre voix.



Reunir a los abogados del mundo

Desde hace más de 90 años, la Union Internationale des Avocats (UIA – Unión Internacional de Abogados) defiende la abogacía y promueve los contactos internacionales, así como la cooperación y el intercambio de conocimientos entre abogados, todo ello, en el respeto de su diversidad cultural y profesional.

Hoy en día, la UIA reúne a varios miles de miembros – abogados o profesionales del derecho – y a centenas de colegios de abogados, federaciones y asociaciones.

- Podrá participar en los trabajos de las comisiones de la UIA en Derecho de los Negocios, Derechos Humanos y Práctica General, y compartir su experiencia con la de los profesionales venidos de más de 110 países.
- Asimismo, podrá movilizarse al lado de la UIA que, cada año, apoya a los abogados que no pueden ejercer libremente su profesión. En cualquier lugar del mundo donde los derechos de la defensa se vean amenazados y donde el buen funcionamiento de la justicia se vea entrabado, la UIA hará que su voz se escuche.

**Únase a la UIA y
convírtase en miembro
de la red de abogados
internacional más sólida**

www.uianet.org

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PARIS – FRANCE

REGISTRATION FORM

Register online at www.uianet.org
or please complete and return this form by email, fax or post, to:

UNION INTERNATIONALE DES AVOCATS
20 rue Drouot, 75009 Paris, FRANCE
Tel: +33 1 44 88 55 66 / Fax: +33 1 44 88 55 77 / Email: uiacentre@uianet.org



Register online!

Family Name:

First Name:

Firm:

Address:

Post Code: City:

Country:

Tel: Fax:

Email:

Date of Birth:

EU VAT ID-number:

Special requests (special diet, allergies, handicap...):

.....

A. TRAINING COURSE REGISTRATION FEES

	Membre UIA		Non Membre	
	<= 29.12.2017	> 30.12.2017	<= 29.12.2017	> 30.12.2017
Standard Registration <i>Amounts exclusive of VAT</i>	€ 595.00*	€ 645.00*	€ 645.00*	€ 695.00*
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**Please attach proof of age to the registration form to benefit from young lawyers fee

B. SOCIAL ACTIVITIES Please indicate below whether you plan to attend the following events **included** in the registration fees:

Lunch – Monday, January 29

Lunch – Tuesday, January 30

Please indicate in English your general and legal English level(s):

.....
.....
.....

C. TOTAL

TOTAL (A) Excl. VAT – Registration Fees: €

VAT (20 %)*: €

TOTAL (A+VAT): €

* Due to the European legislation (Directive 2006-112-CE art.52-a), we have to invoice the amount including the French VAT currently at 20 %. However, you can deduct the VAT through your local fiscal administration.

D. COMMITMENT

I undertake to attend the entire 2 day programme.

A “certificate of attendance” will be delivered to all participants who will attend the entire course.

E. CANCELLATION CONDITIONS

I, the Undersigned, confirm that I have read and accepted the **cancellation conditions** as well as the **general conditions** given on page 5 of the registration programme. My registration will only be taken into account on receipt of the payment. Participants are aware that their image and/or voice may be photographed, recorded or filmed throughout the duration of the course. They hereby assign to the UIA, with the signature of this form, the right to exploit, reproduce and disseminate the images and recordings by all means, both known and unknown, using all media, for an unlimited term and free of charge.

F. METHOD OF PAYMENT

♦ By cheque in € - drawn in a French bank - payable to the UIA, addressed to: UIA – 20 rue Drouot – 75009 Paris – France

♦ By Bank transfer in € – without charges to the payee – in favour of the Union Internationale des Avocats, quoting "F18PAR01", to the following bank and account:

Société Générale – Paris Elysées Entreprise
91 avenue des Champs Elysées – 75008 Paris – France
BIC / SWIFT: SOGEFRPP
IBAN: FR76 3000 3033 9200 0503 4165 164

♦ By credit card: Visa Mastercard

Card N°: _ _ _ _ _

Expiry date: _ _ / _ _ 3 Digits: _ _ _

Name of card holder:

I authorise the Union Internationale des Avocats to debit the above mentioned credit card in the amount of: € (Euros)

Date:/...../..... Signature: