IRELAND
Editorial submission request

We will soon be starting research for the 2015 edition of *The Legal 500 EMEA*, and invite you to provide us with editorial submissions according to the attached guidelines.

Client referees should reach us no later than **Monday 4 August 2014**. Late client referees will not be contacted.

Submissions should reach us no later than **Monday 11 August 2014**.

Law firms appear in the editorial sections of *The Legal 500* free of charge. Any queries regarding directory listings (ie paid-for advertising entries) should be addressed to our head of directory sales, **Amy McDermott**, email amy.mcdermott@legalease.co.uk. Information regarding directory listings will be circulated in September 2014.

If you have any queries, please email the address below, although you may first wish to check the Frequently Asked Questions PDF at: **www.legal500.com/research**.

Yours sincerely

Mike Nash
Editor, The Legal 500 EMEA
editorial@legal500.com

Submissions by practice area

The editorial of *The Legal 500* is structured by practice area. Submissions should include the following information in order:

1) Client referees – provided in a separate Excel document
2) Introductory bullet points
3) Feedback about previous edition or market
4) Contact details
5) Team information
6) Detailed work highlights – 5-10 examples
7) List of active clients

TIMETABLE

Client referees should reach us no later than Monday 4 August 2014

Editorial submissions should reach us no later than Monday 11 August 2014

Follow-up research will be conducted by telephone interviews between 25 August and 3 October 2014

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 25 August 2014 at **www.legal500.com/research**

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Confidentiality

We will assume that all information provided to us is not confidential (and therefore may be referred to in the editorial), unless you indicate otherwise. Please identify clearly all confidential information – whether client names, deal or case values, or other details – by marking that information **CONFIDENTIAL**, in bold and upper case beside the information that is confidential. Anything confidential should be labelled confidential each time it is mentioned

Sending submissions

- Please email your submission to **editorial@legal500.com**
- Please mark the subject line as follows:
  EMEA/country/practice area/firm name

  eg **EMEA/France/Banking/Smith & Jones LLP**
- You should also send a spreadsheet of client referees relating to the practice area (see page 4). Please note, the deadline for submitting client referees is 4 August 2014
- Please ensure you send your submissions in by the deadline. The timetable for the research will be adhered to rigorously

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Detailed submission guidelines

Please provide a separate document for each practice area. For each practice area, please provide the following:

Introductory bullet points

Brief bullet points introducing key points about your practice. For example, mention hires and departures, tell us what you are best known for, point out a very significant case or deal

Feedback on the 2014 edition

Do you agree with the ratings the practice received in the editorial and ranking of the 2014 edition? Law firms are encouraged to provide feedback, including advising as to a suggested ranking for the forthcoming edition, based on evidence. (Please bear in mind that firms are ranked alphabetically within tiers)

Contact details

Please provide contact details for the person we should contact to arrange to follow up on the submission, ie contact name, position, email address and telephone number

Team information

Please avoid including extensive biographies. The information required here is as follows:

- Head of team (including job title, email address, and telephone number)
- Partners who spend more than 50% of their time working in the practice area
- Number of other partners in the team
- Number of associates/assistants in team
- Leading individuals in team – indicated areas of expertise
- Significant recent arrivals and departures
- Include office location of all individuals named

Referees (separate document)

Please provide a list of referees we can contact for feedback. All referees will be contacted by email. The list should preferably contain both longstanding referees and more recent client gains. 10-20 referees per practice area is a good guideline if possible. You may >

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provide as many referees as you wish. Late client referees will not be contacted

Referees MUST be provided by 4 August 2014 in a separate document – please use the client referee template at:
www.legal500.com/assets/images/research/emea2015/ireland_referees.xls

For more information about how to fill in the referee spreadsheets, please read the guideline document at **www.legal500.com/assets/images/research/emea2015/emea_referees_explained.pdf**

Detailed work highlights

(All work referred to should fall between start of August 2013 and end of July 2014)
Please provide details of 5-10 transactions, cases or other instructions only. These should be matters which the firm considers to be significant and which indicate the team's range of recent expertise. In each instance, please identify the firm's role, indicate which partner(s) led the advice and mention start/end dates. Please identify the client. You are also encouraged to elaborate briefly in order to put each transaction/case/instruction in context, rather than simply listing the matter in question. At least one matter should be cleared for publication. *If necessary, you may provide a list of brief bullet points highlighting other recent work*

You may wish to provide, in addition, a more general indication of work handled in 2013 or 2014, and may also identify other highlights, for example new client gains or panel appointments. Also useful to researchers are lists of active key clients and panel memberships, and any hard facts that can be provided to put the practice in context; for example, for transactional practice areas, consideration will be given to the total number of deals handled and the aggregate deal value for the year

The focus of the research is on recent work. If you think older work is significant – or would help us better to understand the practice – then please do mention it and explain why it is of interest

CLIENT REFEREE DEADLINE: Monday 4 August 2014

SUBMISSION DEADLINE: Monday 11 August 2014

The following practice areas will be covered in the editorial. Please refer to the editorial at **www.legal500.com** to see last year's rankings

- Banking and finance
- Capital markets
- Commercial, corporate and M&A
- Construction
- Dispute resolution
- Employment
- Energy and natural resources
- EU and competition
- Health and life sciences
- Information technology
- Insolvency and corporate restructuring
- Insurance
- Intellectual property
- Investment funds
- Media and telecoms
- Pensions and employee benefits
- Planning and environment
- Projects and PPP
- Public sector
- Real estate
- Shipping and transport
- Tax

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