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Introduction from the editor

We will soon be starting research for the 2025 edition of The Legal 500 Asia Pacific, and invite arbitrators to provide us with editorial submissions along the attached guidelines. Editorial submissions and referee spreadsheets for all sections in this guide should reach us no later than Monday 10 June 2024.

This section is a new one focusing on both part- and full-time arbitrators. Those based in Asia primarily are welcome to apply, as are those based outside Asia who demonstrate exceptional commitment and connection to work in Asia over and above that of a global elite arbitrator. This section is open to independent arbitrators, those who are members of barristers chambers (making no distinction between full members and door tenants), and those who practise from law firms.

Yours sincerely,

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#### TIMETABLE

Client referees should reach us no later than Monday 10 June 2024

Editorial submissions should reach us no later than Monday 10 June 2024

Follow-up research will begin on Monday 1 July 2024

Details of the editors and researchers responsible for individual regions will be posted on our website will be published in due course at [legal500.com/the-legal-500-submission-information/asia-pacific-submissions](https://legal500.com/the-legal-500-submission-information/asia-pacific-submissions)

## Submissions by practice area

Rankings of arbitrators are not divided by practice area, although we may rank full-time and part-time arbitrators in separate tables. Please indicate if submitting arbitrator is a full-time arbitrator or also continues to accept counsel instructions.

Following the template, the submissions should contain:

- 1) **Contact details**
- 2) **Practice area overview**
- 3) **Information on arrivals and departures of arbitrators in chambers/your firm**
- 4) **Information on individual arbitrators, including five work highlights for each.**

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## Rankings defined

Arbitrators will be ranked in separate tables for full-time and part-time arbitrators. There will also be a ranking of firms/chambers as to the total strength of their arbitrator bench.

## Confidentiality

All information provided to us may be published by all The Legal 500 and Legalease Ltd products, unless it is marked as confidential. Please identify clearly any confidential information – whether client names, deal or case values, or other details – by marking that information **CONFIDENTIAL**, in bold red and upper case. *Please use red typeface for all of the confidential information.*

Please avoid putting global confidentiality restrictions at the front of submissions. Please also try to be as clear as possible about what exactly is confidential; is it the case as a whole, the name of the client, or the issue/value at stake?

## Detailed submission guidelines

Please provide the following using the submission template available at [legal500.com/the-legal-500-submission-information/asia-pacific-submissions](https://legal500.com/the-legal-500-submission-information/asia-pacific-submissions).

### Practice area overview

Please supply a brief practice overview dealing with the key achievements of the firm/set, in the context of arbitral appointments, within each practice area over the last 12 months. Please do not send us copies of the firm/chambers website, CVs or brochures, or repeat this information in the submission.

### Arbitrators and their work highlights

This subsection should include individual arbitrators in the practice area group, who are currently ranked, or who you feel deserve ranking. It should include their call/admission year and, if

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applicable, their silk year; an introduction to their practice; and five detailed cases per arbitrator which illustrate the nature and calibre of their practice. Matters should be cases of legal significance (including ongoing or appellate appearances) and/or of factual complexity, high public profile, or commercial importance, or an example of service quality. Cases should ideally fall within the twelve months prior to submission as the focus of the research is on recent work.

As always, if you think older work is significant – or would help us better to understand the nature of a practice – then please include it in the historical cases section of individuals’ submissions and explain why it is of interest. Chambers are warned against overloading the submission with details unlikely to assist researchers.

#### References

Please provide details of referees whom we can contact for feedback. If you fail to do this then our researchers may not receive all the market feedback they need to assess the arbitrators. There is no limit on the number of referees you can send. Referees should have interacted with the arbitrator professionally within the last 12-18 months. Greater weight will be given to work carried out recently than to historic cases, and to the views of instructing solicitors and clients.

Details of referees must be provided in a separate document, as a spreadsheet in the prescribed format. The templates can be found at [legal500.com/the-legal-500-submission-information/asia-pacific-submissions](https://legal500.com/the-legal-500-submission-information/asia-pacific-submissions).

To clarify how the referee spreadsheets are used, referees will be contacted by email shortly after the start of the research period, asking them for feedback in relation to the arbitrator in question. They will also receive an email upon publication of the guide, stating that the results of the research are available to view, free of charge. Referees will not be put on any marketing lists.

The Legal 500 series contacted approximately 30,000 referees for the UK Bar research alone in 2023. To ensure referees are not

repeatedly contacted, it takes time to process and deduplicate the spreadsheets. The referee deadline is a hard cut-off that must be adhered to and we are unlikely to be able to contact any referees that we receive late.

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