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#### Who can submit?

The focus lies on lawyers at commercial law firms. We welcome submissions from partners, associates and counsel alike.

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#### I believe I warrant inclusion. What should I do next?

The research is based on lawyers' written editorial submissions, and follow-up research with those individuals. The first step is therefore to provide us with a written editorial submission. If the submission deadline has passed, see question below relating to late submissions. Please refer to the editorial submission guidelines for details of the information we ask for.

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#### Do I need to pay to take part in the research?

There is no cost associated with making an editorial submission.

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#### If I submit, will I be included in the guide?

A submission does not result in automatic inclusion. Featured individuals will be able to demonstrate a relevant work portfolio and further engagement that goes beyond the handling of mandates.

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#### If I am recognised as Green Ambassador this year, will I be included again next year?

Featured individuals will be reviewed on a yearly basis according to provided information and market context, and inclusion in one year / edition does not guarantee inclusion the next year / edition.

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#### Should I provide a list of referees?

There is currently no referee process for Green Ambassadors. With no need to provide a list of referees, you can skip the upload of a referee spreadsheet.

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#### I am based in a jurisdiction that falls outside of your research. Can I still submit?

No, we are unable to accept submissions from individuals based outside of our stated list of regions and countries, and your submission will not be considered.



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#### How many individuals at my firm can submit?

We ask for no more than three submissions per law firm per jurisdiction. Please put forward your strongest and most active candidates with the most relevant and impressive work portfolio who can also showcase engagement beyond their mandates.

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#### I am not going to be able to meet the submission deadline. Do you accept late submissions?

The Legal 500 series receives thousands of submissions every year, and researchers are under tight deadlines to conduct their research for the different guides. It is in firms' and lawyers' own interests for their submissions to have been fully reviewed by the researchers as part of their preparation for their follow-up research. Our overriding aim is to produce editorial which is as accurate as possible, but submissions delivered late may not be given as full consideration as submissions received on time.

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#### Do you accept updates to submissions?

The researchers are primarily looking to make updates based on an annual review, for the year ending just prior to the submission deadline. However, so that the editorial is as accurate as possible, individuals are encouraged to inform us of major developments (firm moves in particular) occurring after the submission deadline. Please contact the research team via our help form at <https://legal500.zendesk.com/hc/en-gb/requests/new> to let them know an updated submission has been sent.

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#### How many highlight matters should I include in my submission?

We ask for no more than 5 highlights per individual per jurisdiction. Please pick the most representative and impressive matters handled within the past year, showcasing your range of work.

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#### How do you evaluate the various components of the submission during the assessment?

While we regard client work as the most pivotal element of a lawyer's contribution to advancing the green transition, in order to be recognised as a Green Ambassador, we also want



to see tangible internal actions, external outreach efforts, and other engagement beyond the handling of mandates. We review all submissions according to the context of the jurisdiction and region in question, including the context of the local legal market.

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#### I also work for fossil fuel companies. Can I still be included?

Advice to the fossil fuel sector will be considered where it relates to advancing sustainability. Please always clearly indicate how your showcased matter highlights contribute to the green transition.

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#### I am an ESG lawyer and my focus is predominantly on the S and/or G of ESG. Can I still submit?

The focus of the Green Ambassador recognition is on sustainability and the green transition. We recognise ESG as a growing field of practice which has also been adopted by many law firms and lawyers and includes the type of sustainability-work and efforts we are assessing. We will therefore consider lawyers with an ESG practice and ESG-related mandates, however, work or internal efforts purely centring on the social or governance aspects of ESG do not form part of our assessment. Submissions should therefore hone in on the environmental and sustainability elements of your ESG work for clients, and internal and external engagements

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#### Who should I contact for more information?

For editorial queries relating to the Green Ambassadors or any technical or administrative queries please contact us via our help form at <https://legal500.zendesk.com/hc/en-gb/requests/new>.