

# Organisation Membership FAQs

## About Your Membership

### How do I know what membership to apply for?

There are four categories of Organisation membership at BIICL. Your organisation will be eligible for organisation level 1, 2 or 3 based upon the number of legally trained staff you have working with you and whether you are a commercial organisation. In addition all organisations may apply for Enhanced Organisation membership which offers an additional level of benefits. The membership benefits can be found here:

<https://www.biicl.org/membership-organisation>

If you are unsure about what type of membership you would like to apply for please email [membership@biicl.org](mailto:membership@biicl.org) and a member of our team will contact you.

### What benefits would we get?

- The benefits for all our organisation memberships are below
- 40% discount on Institute events for all staff
- Online access to the ICLQ journal
- 4 hard copies of the ICLQ sent direct to members (optional)
- 30% discount on a range of publications from Cambridge University Press
- Access to the past papers from Institute events
- Subscription to the institute newsletter

In addition to these benefits Enhanced Organisation Members enjoy two free places at all Institute evening events and two complimentary places for the Annual Grotius lecture and dinner.

### We are a not for profit / charity what category of membership should we get?

Organisations which are charities, academic institutions or not for profit agencies, including departments of government should apply for Organisation level 1 membership.

### Is there a member's only area of the website?

There are areas of the website open only to members. These include the access page for the ICLQ journal and also some of our reports and publications. Some forum members will also have access to member only areas related to their forum.

### How would I get access to the member's only part of the BIICL website?

To access member only areas of the site (for example the online ICLQ portal) you will need to log in to the BIICL website so that those pages are unlocked. If you do not have a user account for the BIICL website contact [membership@biicl.org](mailto:membership@biicl.org) and we will set one up for you or go to <https://www.biicl.org/account-registration>

### If we are members of BIICL are we also members of the Bingham Centre?

Yes. The Bingham Centre for the Rule of Law is part of the British Institute of International and Comparative Law (BIICL) and all members of BIICL are linked to both BIICL and the Bingham Centre.

### Can we also get a discount on Bingham Centre events?

Yes. Members of BIICL enjoy discounts on both BIICL and Bingham Centre events

### How do I sign up my organisation for membership?

There are two ways in which an organisation may become a member of BIICL. You can create an online account and then choose membership and pay by card on the web page. Alternatively you can contact us by email ([membership@biicl.org](mailto:membership@biicl.org)) and ask to become a member. You should send information about the name of the organisation, contact for invoicing of the membership charge and details of who should be the primary contact (s) for membership bookings.

### How often do we have to renew our membership?

Membership fees are charged per annum from the date you become a member.

### How will I know when my membership expires?

Within one month of your membership ending BIICL will send you a reminder to renew.

### How do I renew our membership?

Please contact [membership@biicl.org](mailto:membership@biicl.org) to renew your organisation membership.

### I don't want to receive the event mailings from you how do I stop them?

To specify which information you would like to receive from BIICL you should sign in on our website and go to your account details. Using the Mailing Preferences part of the menu you can see which interest groups you have signed up for and alter them according to the interests of your organisation.

You can update the way in which we contact you (for example via email or phone) through the Account Settings part of the menu on this page.

## Charging and Costs

### What does it cost to be an Organisation Member of BIICL?

The cost of organisation membership of BIICL is based upon the number of legally trained staff working in the organisation or the type of organisation you are for example a non-profit organisation.

Organisation 1 membership is open to organisations of any size which are not for profit agencies, government departments, charities and academic institutions. The cost is £500

Organisation 2 membership is open to those commercial organisations which have up to 50 legally trained staff. The cost is £900

Organisation 3 membership is open to those commercial organisations which have over 50 legally trained staff. The cost is £1500

Enhanced organisation membership is open to all types of organisation and offers additional membership benefits. The cost is £3000

Membership charges are per annum and include VAT

### What forms of payment do you accept?

We accept credit card payments, cheques and payments via BACS

### What do you charge members to attend BIICL events?

Organisations who are members of BIICL can book places for their staff at the member price advertised with the event details on the BIICL website. Those organisations which have Enhanced Organisation membership are offered two free places for the organisation at every evening event organised by BIICL.

If the organisation is a member of the Competition Law Forum, Investment Treaty forum or Product Liability Forum the named forum representatives are eligible to attend forum events without charge and also short evening events at BIICL. For details of which events please contact [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org)

### How do all our staff get the discount?

For staff in an organisation member firm to benefit from BIICL discounts their places at events must be arranged through the member contact. For this reason it is most effective if one or two team members act as co-ordinators for BIICL and also forward information about BIICL events to the organisation team members.

### If we are members of a Forum are events free?

All events hosted by the forum of which you are a member are free to attend. In addition named forum member representatives are entitled to one free place per year at a BIICL/ Bingham Centre evening event and member price booking for other BIICL events. contact [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org) with any event queries.

### Can I get an invoice for an event booking?

Yes. To receive an invoice for your event booking please make the booking by sending a request to [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org) and requesting an invoice. The invoice will be sent to you by email.

### If I book online for an event how will I get a receipt / invoice?

If you book through our web portal it will not provide an invoice automatically. Please email [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org) to request an invoice for the booking.

### Can I get an invoice for the cost of membership?

Yes. If you contact us ([membership@biicl.org](mailto:membership@biicl.org)) to become an organisation member of BIICL you will automatically receive an invoice for the membership fee. If you pay for membership using the BIICL website then you should request an invoice for your payment by emailing [membership@biicl.org](mailto:membership@biicl.org) .

### Do you charge VAT on membership or event bookings?

Fees for membership and event fees are inclusive of VAT

## Additional Questions

### If I am the contact do I have to be a lawyer?

No, quite often other staff at our member organisations make arrangements for their team members to attend events and arrange payment of membership fees.

### How do I book for an event?

As an organisation member it is possible to book using your online log in or by sending an email request for places to [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org) including details of the names and emails of those who you would like to book places for.

### Can I book a place for someone else?

Yes, it is possible to make bookings on behalf of other team members if you are one of the organisation contacts for the BIICL membership.

### How many places can I book at a BIICL/Bingham Centre event?

There is no limit to the number of places you can book at an event provided space is available.

### How can we find out about upcoming events and other news from BIICL and the Bingham Centre?

Details of all our events can be found on our [event pages](#). In addition BIICL will send information about upcoming events by email to all contacts. The information you receive from us can always be adjusted using your website log in and amending your mailing preferences or be contacting us directly by email.

### How do I log in to the BIICL website?

To log into the BIICL website you will need your email and password. It is possible to request a [forgotten password](#) if you do not have your password. If you have any problems with this please email [membership@biicl.org](mailto:membership@biicl.org) for further support.

### How would I get the discount on Cambridge university Press publications?

BIICL members receive 30% off CUP books (excluding reference books) and to activate the discount members need to use the special code which has been sent to them. If you have not received a member code for CUP orders please email [membership@biicl.org](mailto:membership@biicl.org) and let us know.

### How would we get access to the ICLQ online?

To access the online ICLQ portal you will need to log in to the BIICL website so that those pages are unlocked. You may choose to share this log in information within your organisation for the duration of your membership.