

Organisation Membership FAQs

About Your Membership

How do I know what membership to apply for?

There are three 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. 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 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 International and Comparative Law Quarterly (ICLQ) journal
- 4 hard copies of the ICLQ sent direct to members (optional)
- 30% discount on a range of publications from Cambridge University Press
- Subscription to the institute newsletter

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. The most often member only access is to read the ICLQ online.

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

If the member only part of the site is password protected then the appropriate password will be sent direct to you. If you do not have the password for any members page contact membership@biicl.org

How would members of our organisation read the ICLQ online?

Go to the 'Read the ICLQ' page <https://www.biicl.org/iclg/read> provide your email address and the system will recognise you as a member and send a link to your email address which will allow you to open the Cambridge Core page which hosts the journal. Organisation members can have up to 5 contacts whose emails will be recognised in this way for access to the ICLQ.

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?

To sign your organisation up as a member of BIICL please contact us by email (membership@biicl.org) and ask to become a member. We will confirm what information is needed such as, 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. We will then be able to send an invoice for payment of your membership fees for the year.

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 to renew your organisation membership.

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

You can find all the details of how we will contact you and in what format on your 'My Account' page. To see those details go to <https://www.biicl.org/userportal> add your email and the system will send a personal link to your email so that you can 'log in' and see and update the details we have for you.

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 £550

Organisation 2 membership is open to those commercial organisations which have up to 50 legally trained staff. The cost is £990

Organisation 3 membership is open to those commercial organisations which have over 50 legally trained staff. The cost is £1650

Membership charges are per annum and exclude 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.

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

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 contacts. Each organisation member may nominate up to 5 contacts.

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 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 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 website it will not provide an invoice automatically. Please email 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) to become an organisation member of BIICL you will automatically receive an invoice for the membership fee.

Do you charge VAT on membership or event bookings?

Fees for events are inclusive of VAT but VAT may be added to your organisation membership fees if appropriate.

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 contact it is possible to book for other in your organisation and to use the member discount code linked to your account to attract a discount on bookings.

Please note that confirmation details are sent to the person making the booking rather than the event attendee so please do forward to your attendee (!).

You can also send an email request for places to 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 on your 'My Account' page.

How do I log in to the BIICL website?

To log into the BIICL website go to <https://www.biicl.org/userportal> add your email and the system will send a personal link to your email so that you can 'log in'. You will then be able to check details which are held by BIICL and find your latest discount code.

How would I get the discount on Cambridge University Press (CUP) publications?

BIICL members receive 30% off CUP books (excluding reference books) and to activate the discount members need to use a special code from CUP please email membership@biicl.org for this code.