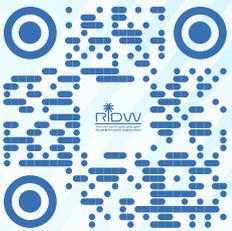




أسبوع الرياض الدولي لتسوية المنازعات
Riyadh International Disputes Week

RIDW Website Guidelines



www.RIDW.org

Published in
September 2024

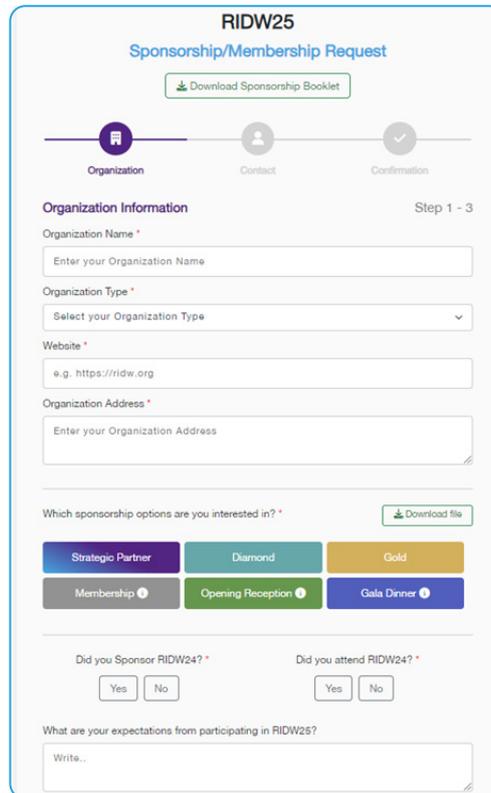
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Membership/Sponsorship Requests

Creating a request

To create a request, first choose whether you want to become a member or a sponsor. After selecting, a form will appear. Please fill in the required information.

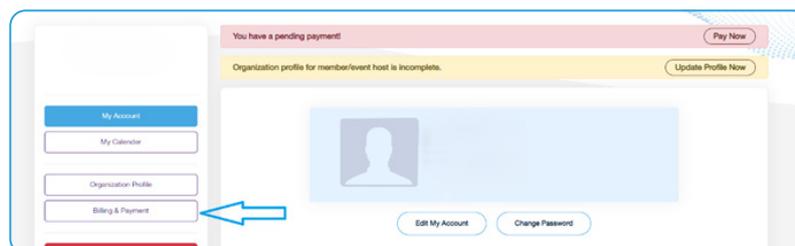


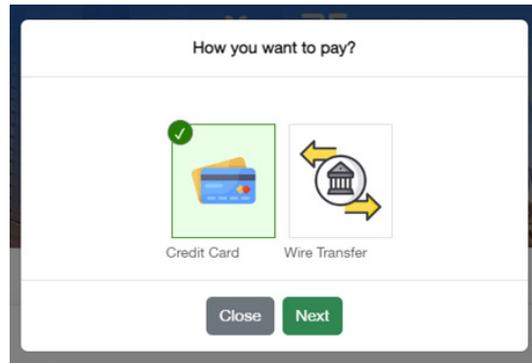
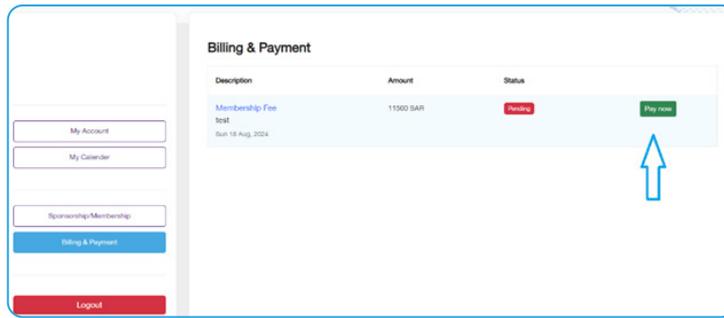
Once the form is submitted, the RIDW team will review your request and either approve or reject it.

If approved, you need to complete the payment and update your profile to make your organization visible on the RIDW website. Here are the steps to follow:

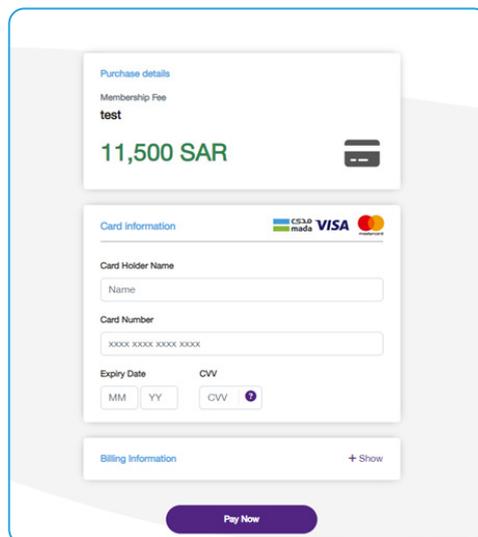
1. Log in to the RIDW platform using your registered email address.
2. Click on "My Account."
3. Navigate to the "Billing & Payment" section and complete the membership fee payment.

You can pay either online or via wire transfer:





- For online payment, click on "Credit Card," fill in your card and payment details, then click "Pay Now."



Purchase details

Membership Fee
test

11,500 SAR

Card information

Card Holder Name
Name

Card Number
xxxx xxxx xxxx xxxx

Expiry Date
MM YY

CVV
CVV

Billing information + Show

Pay Now

- For wire transfer, select the "Wire Transfer" option. The bank account details will appear. Use this information to complete the transfer. Once done, upload the receipt by clicking on "Choose File" and selecting the receipt file.

Billing & Payment

Description	Amount	Status	
Membership Fee test Sun 18 Aug, 2024	11500 SAR	Wire Transfer	Under review Agreement

How you want to pay?

Credit Card

Wire Transfer

Beneficiary: Saudi Center for Commercial Arbitration
Bank: Alinma Bank
IBAN: SA0405000068202001247000
Swift Code: INMASARI

Upload Receipt *

- Once the payment is completed, ensure all organizational information is up to date. Navigate to the "Organization Profile."

Saudi Center for Commercial Arbitration (SCCA)

ACTIVE

Organization Address

About Organization

body p Characters: 0/1500

عنوان المنظمة

عن المنظمة

جزيء: 0/1500 body p

Social Media Links

<p>Website Link</p> <p><input type="text" value="https://sacri.org/"/></p>	<p>Twitter Link</p> <p><input type="text" value="https://"/></p>
<p>LinkedIn Link</p> <p><input type="text" value="https://"/></p>	<p>Youtube Link</p> <p><input type="text" value="https://"/></p>
<p>Facebook Link</p> <p><input type="text" value="https://"/></p>	<p>Instagram Link</p> <p><input type="text" value="https://"/></p>

- Upload a logo by clicking on "Upload Logo."
 - Add your organization's address and description in both English and Arabic.
 - If available, add your organization's social media links.
5. Click "Update" once all information is added.

Note: It may take up to 72 hours for your membership to be activated and visible on the RIDW platform after payment and submission of all required details.

Event Request

Creating an event request

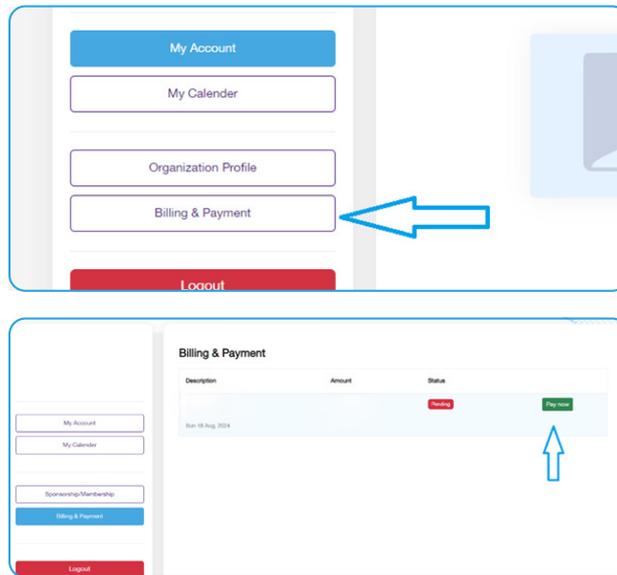
To create an event request, click on "Host Event Request." A form will appear, and you will need to fill in the required information.

After submitting the form, the RIDW team will review your request and either approve or reject it. If approved, follow these steps to complete payment and update your event details for visibility on the RIDW website:

Event Fee

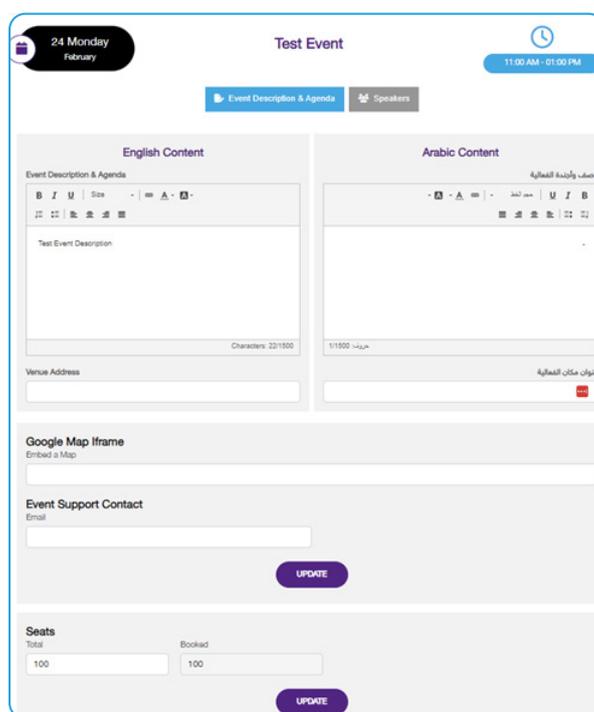
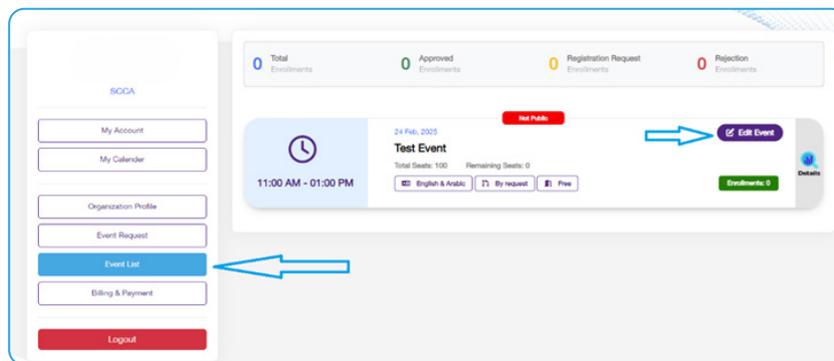
If you are not a RIDW member, a hosting fee of 4600 SAR is required. Complete the payment using these steps:

1. Log in to RIDW.
2. Navigate to "My Account" > "Billing & Payment" > "Pay."



3. For online payment, select "Credit Card," fill in your card details, and click "Pay Now." For wire transfer, select "Wire Transfer." Use the provided bank account information to complete the transfer, then upload the receipt by clicking "Choose File" and selecting the receipt file.

4. Once payment is completed, update your event details:
Log in to RIDW > My Account > Event List > Edit Event > Event Description & Agenda.



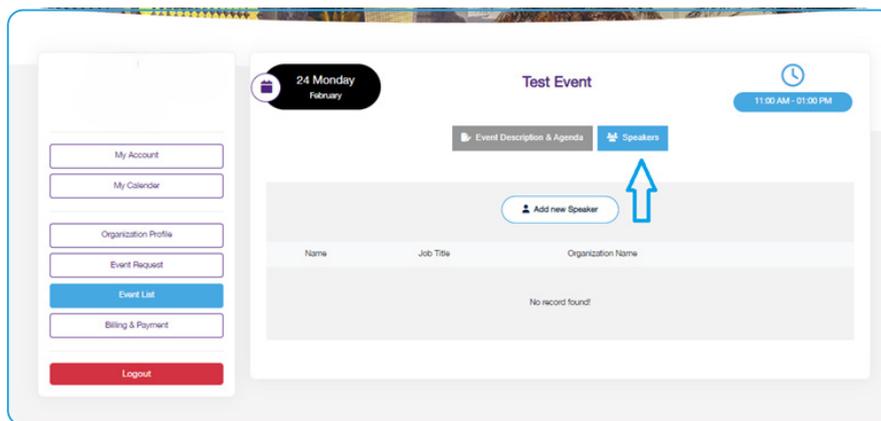
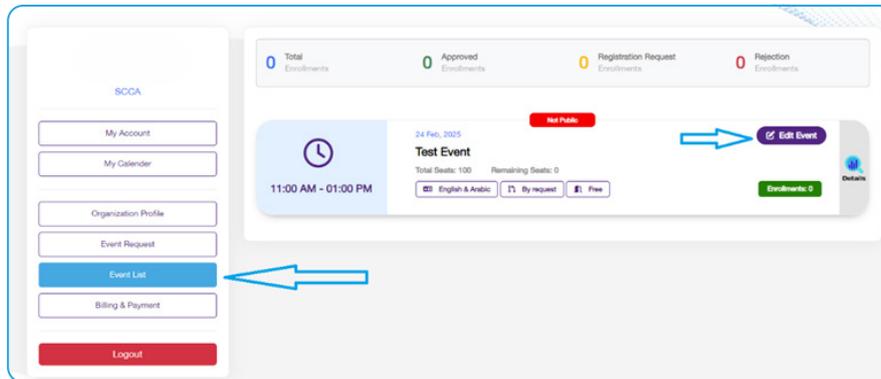
- **Event Description & Agenda:** Provide a detailed description of your event, including objectives and any unique features.

Once the required details and payment (if applicable) are received, RIDW will proceed with the necessary arrangements and keep you updated.

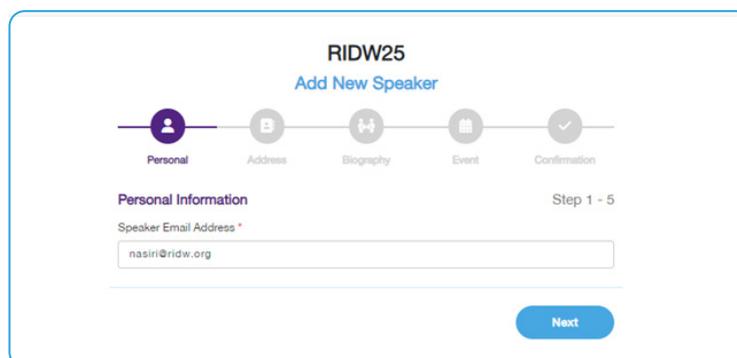
Adding Speakers

To add speakers to your event, follow these steps:

1. Log in to RIDW.
2. Navigate to "My Account" > "Event List" > "Edit Event" > "Speakers."



3. Click on "Add New Speaker" and provide the necessary information.



The screenshot shows the 'Add New Speaker' form in the RIDW25 system. The form is titled 'RIDW25 Add New Speaker' and shows a progress bar with five steps: Personal, Address, Biography, Event, and Confirmation. The 'Personal' step is active, and the 'Speaker Email Address' field is filled with 'nasiri@ridw.org'. The form is labeled 'Step 1 - 5' and has a 'Next' button.

RIDW25

Add New Speaker

Personal | **Address** | Biography | Event | Confirmation

Step 2 - 5

Address Information

Country of Residence *	Region	City
<input type="text" value="Select Country"/>	<input type="text" value="Enter Region"/>	<input type="text" value="Enter City"/>
District	Street	
<input type="text" value="Enter District"/>	<input type="text" value="Enter Street"/>	
Building No	Postal No	Additional No
<input type="text" value="Enter Building No"/>	<input type="text" value="Enter Postal No"/>	<input type="text" value="Enter Additional No"/>

Previous Next

RIDW25

Add New Speaker

Personal | Address | Biography | Event | Confirmation

Step 1 - 5

Personal Information

Speaker Email Address *

First Name *	Second Name	
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Second Name"/>	
Third Name	Last Name *	
<input type="text" value="Enter Third Name"/>	<input type="text" value="Enter Last Name"/>	
Date of Birth *	Gender *	Nationality *
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select Gender"/>	<input type="text" value="Select Nationality"/>

Mobile No *	Phone No
<input type="text" value="+996 - 51 234 5678"/>	<input type="text" value="+996 - 51 234 5678"/>

ID Type *

Qualification *

Company Name *

Job Description *

Next

RIDW25
Add New Speaker

Personal Address **Biography** Event Confirmation

Biography Information Step 3 - 5


Change Photo

LinkedIn
Enter LinkedIn Link

Twitter
Enter Twitter Link

Facebook
Enter Facebook Link

Bio *

Characters: 0/1500

Previous Next

Then you can link this speaker to the event.

RIDW25
Add New Speaker

Personal Address Biography **Event** Confirmation

Event Linking Step 4 - 5

Test Event

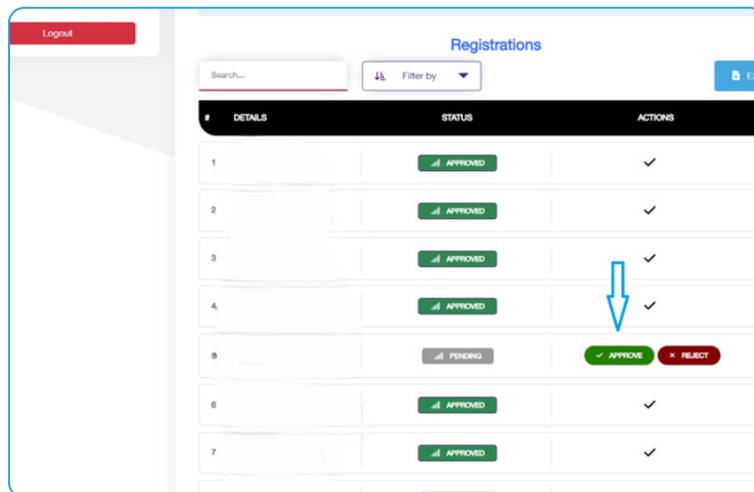
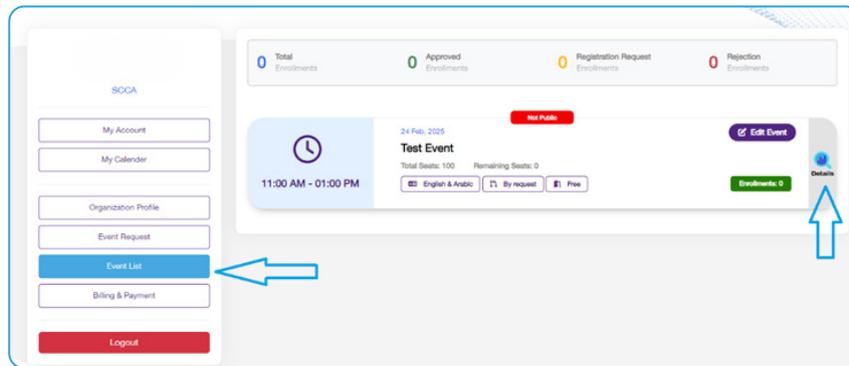
Link New Event

Previous Submit

Event Management

To manage your event and review enrollment requests:

1. Log in to RIDW.
2. Go to "My Account" > "Event List" > "Details."



3. Review the list of enrollment requests. Click "Approve" or "Reject" for each request.

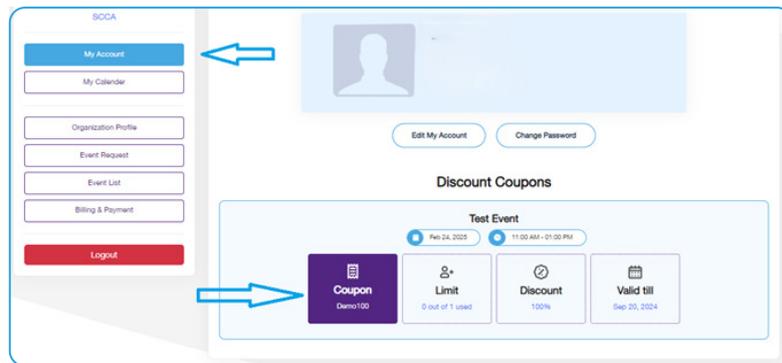
Note: For open admission events, enrollment requests will be automatically approved.

Discount Coupons

To access and share discount coupons:

1. Log in to RIDW.
2. Navigate to “My Account,” then scroll down to see the list of available coupons.

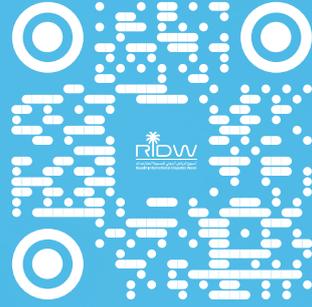
The details for each coupon, including usage limits, discount percentage, and expiration date, will be displayed.



You can share the coupon code with others to allow them to benefit from the discount.



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