

TRIBUNAL SECRETARY TRAINING PROGRAMME

21st - 23rd November 2025

TIME

9:30 a.m. - 6:00 p.m.(MYT)

9:30 a.m. - 6:00 p.m.(CST)

VENUE

AIAC, Bangunan Sulaiman,
Kuala Lumpur

Registration Fee

Early Bird Price*

MYR 2,800.00

Normal Price

MYR 3,300.00

**Early bird price available until 17th October 2025*



REGISTER NOW

Register before
31st October 2025

For more information, please contact events@aiac.world / +603 2271 1000

TRAINING SCHEDULE

DAY 1 (FRIDAY, 21ST NOVEMBER 2025)

- Welcome Reception

DAY 2 (SATURDAY, 22ND NOVEMBER 2025)

- Overview of the Programme
- International Arbitration in Malaysia and Overview of AIAC's Rules and Services
- Role of Tribunal Secretary and Key Points on Drafting Procedural Order
- Ethics, Permissible Involvement, and Case Management Lessons for Tribunal Secretary

DAY 3 (SUNDAY, 23RD NOVEMBER 2025)

- Latest Development of International Arbitration in China and Overview of SCIA Arbitral Process
- Excelling as a Tribunal Secretary Across Legal System and Key Points of SCIA Rules
- Duties of Tribunal Secretary and Practice Notes
- Workshop

PLEASE NOTE:

- This is only a brief overview of the course schedule.
- The course comprises two full days of intensive sessions, featuring expert-led discussions and interactive modules.
- All participants are required to attend all the training programmes and pass the evaluation to be eligible to a certificate of completion.
- For Registration: Scan the QR Code and submit with full information. Please also email your CV and supporting materials with contact details to events@aiac.world. Indicate "Your name + AIAC&SCIA Tribunal Secretary Training Programme" in the subject line.
- Seats are limited and registrations are subject to confirmation. The payment request will be sent to the successful candidates in the confirmation email.