

TIPS & TRICKS

**Efficient management of
an arbitral procedure:**
Practical tips and tricks



Through expert-led discussions, case examples, and practical exercises, participants will develop a hands-on understanding of how to streamline arbitration processes and avoid common procedural pitfalls.

Level: Intermede

Language: English

**31
OCTOBER 2025**

Marriott Tirana Hotel

09:30-12:30

REGISTRATION

Objective

This intermediary-level workshop is designed for participants who already have a solid grounding in the procedural framework of commercial arbitration and are ready to deepen their understanding of efficient arbitration management in practice.

This workshop offers hands-on guidance for navigating the procedural steps of an arbitration, with a focus on tools, tactics, and best practices that promote efficiency at every stage. Whether you're drafting a Request for Arbitration, organizing document production, or managing costs and hearings, this session delivers actionable insights you can apply immediately.

Target audience

This workshop is ideal for:

- Expert-led sessions grounded in current best practices
- Practical examples of effective case management
- Guidance on avoiding common delays and inefficiencies
- A chance to engage with peers and experts on procedural decision-making
- Valuable preparation for taking a lead role in managing arbitration cases

Why You Should Attend?

- Expert-led sessions grounded in current best practices
- Practical examples of effective case management
- Guidance on avoiding common delays and inefficiencies
- A chance to engage with peers and experts on procedural decision-making
- Valuable preparation for taking a lead role in managing arbitration cases

Programme

- Starting an arbitration: what should be in a Request for Arbitration / Notice of Arbitration?
- Constitution of an arbitral tribunal: procedure for appointment of tribunal chair; conflicts / challenges of arbitrators
- Procedural Order No 1 and Terms of Reference: good practices
- Submissions: memorials vs pleadings; efficient exhibit management
- Witnesses and experts: selection; preparation of witness statements / expert reports
- Document production: Redfern schedule; other approaches
- Hearing: procedural matters to discuss; format
- Costs: full costs submissions vs statements of costs
- Award: correction/revision

Prerequisite Requirement

Workshop "Procedural Considerations in Commercial Arbitration Proceedings: From the Arbitration Agreement to the Enforcement of the Award". Delivered as part of AADA on 29 October 2025.

Participants who have not attended the foundational course must demonstrate equivalent experience or knowledge of the basic procedural stages of arbitration. Admission is subject to review.

Veronika Timofeeva



[Veronika Timofeeva](#)

Veronika Timofeeva is a senior associate in the arbitration team at Freshfields LLP. She specialises in commercial and investor-State arbitration, advising private parties, States and sovereign entities on complex disputes under a variety of institutional rules and applicable laws. Qualified in three jurisdictions (Paris, New York, England and Wales), Veronika has a broad practice, spanning energy, construction, aviation, space, telecommunications and finance sectors.