

# TIPS & TRICKS

**Efficient management of  
the arbitration 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 the arbitration process and avoid common procedural pitfalls.

**Level:** Intermediate

**Language:** English

**31  
OCTOBER 2025**

Marriott Tirana Hotel

09:30-12:30

**REGISTRATION**

## Objective

This intermediary-level workshop is designed for professionals with a solid grasp of commercial arbitration procedures who seek to enhance their practical skills in managing arbitral proceedings efficiently. Through expert-led sessions, real-world examples, and interactive exercises, participants will gain actionable insights into each stage of arbitration—from drafting Requests for Arbitration to handling hearings and cost submissions.

## 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?

- **Build on Your Knowledge:** Enhance your existing understanding of arbitration procedures.
- **Practical Skills:** Learn to manage arbitral proceedings, from drafting to cost submissions.
- **Expert-Led Learning:** Gain insights from experienced arbitration professionals.
- **Real-World Application:** Work through case studies and interactive exercises.
- **Boost Your Career:** Strengthen your practical arbitration skills for complex 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.