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Cambridge Legal Series

Madrid, Spain  
July 15th - 25th 2013

# Preparing for **g(lobe)bal** Legal Practice



International Legal Summer School



Hosted by

**Ticket<sup>2</sup>Law**

Official preparation centre for



UNIVERSITY of CAMBRIDGE  
ESOL Examinations

*“As almost every deal now has a cross-border element, with the involvement of a foreign party or financier, most international transactions are now completed in English.”*

Charles Poole-Warren  
Allen & Overy

*“English has become the universal language, not only for communicating legal theory but for practicing law in an international context.”*

Charles Coward  
Uría Menéndez

Supporting universities:

**FACULTAT DE DRET**



Universidad  
Carlos III de Madrid



### Law Firm Programme

Participants will visit the following law firms: Allen & Overy and Uría Menéndez.

# ALLEN & OVERY

# URÍA MENÉNDEZ

Further information on past programmes is available on [www.iberianlawyer.com](http://www.iberianlawyer.com).



**The two-week International Legal Summer School will help young lawyers - those currently at university or recent graduates - develop their spoken and written English language skills within a framework of law as it is practiced within leading international law firms.**

### The language of international law

English is the language of the international business community, and they expect their law firms to advise them in English as well. If you are currently a law student or young lawyer who is interested in working within an international law firm, the message is clear, an understanding of legal English is an absolute necessity.

By focussing on legal English as it is used within the business world, the International Legal Summer School will help you prepare for a successful career as an international lawyer. Building upon the basic building blocks of legal English, the Summer School will also provide you with an important knowledge of the English and US legal approaches (known as Common Law) plus an overview of business law concepts, terminology and documentation.

And speaking and writing in English is only one part of the challenge. Participants will also receive hands on practical experience of putting language into practice - advising clients, negotiating agreements and debating with other participants in English.

### Learning based upon real life situations

The Summer School's approach to learning is practical and interactive. Class sizes are small and participants will follow real life scenarios based upon the faculty's own experiences within law firms.

Participants will gain an understanding of the following key elements:

- The language skills required to work as a lawyer in English
- The basic concepts of English Law and main differences with Civil Law
- Drafting, negotiating & communicating legal issues in English
- Business law concepts and International business transactions

The faculty have designed course materials specifically relevant to working with international law and for international clients.

### Law Firm Programme - Life within an international law firm

In addition to the academic programme, participants will learn about life working within an international law firm.

As part of the *Law Firm Programme* participants to visit two successful international law firms and hear presentations directly from senior lawyers regarding the key challenges of global practice. What are the skills and approach required by their clients and how do they prepare their young lawyers for this challenge?

The Law Firm Programme is supported by the following law firms: Allen & Overy and Uría Menéndez.

**Participants will gain an overview of English Law concepts and vocabulary as they are used in business relations, as well as the personal skills to help them communicate better in English within the law firm environment.**

The Summer School has been designed by a faculty of lawyers based upon the day-to-day English language skills required by international law firms and businesses. It contains the following key elements:

### **1. Common Law principles and practice**

- understanding the principles, concepts and vocabulary of the English legal system
- knowing the legal approach of Common Law and use of case law
- appreciating the different approaches and terminology of Common Law and Civil Law systems

### **2. Legal Vocabulary and Specialist Terms**

- knowing key legal vocabulary and terminology
- applying the principals of writing in plain English and learning useful techniques
- constructing short and concise sentences and not losing meaning
- achieving clarity, consistency and using words effectively
- drafting legal documents, be they reports, letters and emails

### **3. Negotiating and Communication Skills**

- preparing written and oral presentations and emphasising key information
- communication and listening techniques to enable confident and clear speeches and presentations
- how to better communicate with international clients and colleagues

### **4. International Business Transactions**

- Contract Law: terminology, key principles and relationship between law and economics
- drafting typical clauses for commercial contracts
- common types of business structure and company formation
- role play exercises - typical claims and analysis of terms



## Madrid - a meeting place at the global crossroads

Madrid is home to many of the leading global firms, fifteen of the top 20 global law firms that have an overseas office have now opened in the city. More and more international businesses are deciding to centre their legal function in Madrid, a legal hub for multinationals with Latin American, European or African operations.

Madrid is also a dynamic city full of contrasts. It has always been the political, cultural and business capital of Spain and represents the Spanish spirit and diversity of cultures within this fascinating country. With nearly 5 million inhabitants, its outlook is both cosmopolitan and traditional, giving it a unique and charming character.

Madrid is ranked in 10th place among the world's most powerful cities. Due to its economic output, standard of living, and market size, Madrid is considered the major financial centre of the Iberian Peninsula; it hosts the head offices of the vast majority of the major Spanish companies, as well as the headquarters of some of the world's 100 largest companies.

### Accommodation

Madrid has a wide variety of comfortable and affordable places to stay. Participants have the choice of arranging their own accommodation.

### Social life

Madrid is well known for its mixture of culture, good food, sport and leisure activities, and both classic and fashionable cafes and bars. Participants can get to know the famous neighbourhoods of Sol, Malasaña, Chueca or Salamanca, each one with its own special atmosphere.

Furthermore, an evening programme will be organised for those who want to discover Madrid's vibrant nightlife. Enjoy the warm weather with night-time cultural visits, concerts and a selection of clubs and restaurants with outdoor terraces. A perfect opportunity to make Spanish and international friends.

### Entrance Requirements

The Summer School is for law students who are in the final two years of their legal studies as well as those who have already graduated and are either working as lawyers within a law firm or are seeking work in a law firm. Participants require an intermediate level of English. A telephone call will take place with all prospective candidates to ensure that they will have the level of English required to benefit from the programme. A Certificate of Attendance will be given to those who attend all lectures.

Places on the Summer School are limited and it is recommended to apply early to avoid disappointment.

Once full, there will be a waiting list for prospective participants in case places become available due to a last minute cancellation.



## Methodology

The programme is highly interactive and based on real life scenarios. Participants will participate in the following learning exercises:

- setting up a company
- making presentations and conference calls
- drafting documentation including correspondence and contracts
- negotiating agreements.

## Programme and Dates

In total the Madrid Legal Programme will be 60 hours in duration. The first class will start at 9:30 am on Monday 15th July and the last class will be on Thursday 25th July followed by the presentation of certificates.

## Fees

All students must pay a registration fee of 250€. The full course fee, which includes classes and materials, is 1,400€.

## Ticket2Law

Ticket2Law is a certified preparatory centre for the Cambridge ILEC examination, the most widely recognised legal English qualification worldwide. <http://www.linkedin.com/pub/ticket2law-innovation-in-law/48/a4/b66>

## For further information

For further information regarding the Summer School please contact programme coordinator Ruth Buenaposada on (34) 91 563 36 91 or e-mail [ruth.buenaposada@iberianlegalgroup.com](mailto:ruth.buenaposada@iberianlegalgroup.com).

## Registration Form

Places are strictly limited.

**Reserve before June 21st to receive an Early Bird Discount.**

Please complete this form and send it to: Ruth Buenaposada

E: [ruth.buenaposada@iberianlegalgroup.com](mailto:ruth.buenaposada@iberianlegalgroup.com)

T: +34 91 563 36 91

F: +34 91 563 37 02

Mark with an "X" the applicable boxes:

<input checked="" type="checkbox"/>	Registration fee *	250€
<input type="checkbox"/>	Course fee (Early Bird prior to 21/06/13)	985€
<input type="checkbox"/>	Full Course Fee	1,400€
<input type="checkbox"/>	Students from supporting universities	985€ (registration fee included)



Full Name	<input type="text"/>		
Age	<input type="text"/>	Telephone	+ <input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you studying or working?	<input type="text"/>
ID/Passport number	<input type="text"/>	Where?	<input type="text"/>
Date of birth	<input type="text" value="dd / mm / yyyy"/>	Credit card number	<input type="text"/>
Address	<input type="text"/>	Date of expiry	<input type="text" value="mm"/> <input type="text" value="yy"/>
	<input type="text"/>	Signature	<input type="text"/>
	<input type="text"/>		

\* **Conditions of registration - Payment of Registration Fee** The payment must be made by credit card only. With this payment you will acquire a temporary reservation in the course for 21 days. If the Course Fee is not received within this 21 day period Registration Fee is forfeited and the reservation lost. The Course fee payment can be made by either credit card or bank transfer (Banco Santander IBAN ES02 0049 2313 63 2214240576).

**Cancellations** - Once the Registration Fee and Course Fee have been received, a place in the course is finally reserved. Any cancellation more than six weeks prior to the course will have a penalty of 100% of the Registration Fee and 50% of the Course Fee. Any cancellation less than six weeks prior to the course will have a penalty of 100% of the Registration Fee and 100% of the Course Fee. The replacement of a student can be made up to seven days prior to the course without any additional fee. **All cancellations should be received in writing.** Iberian Legal Group SL (ILG) reserves the right to change the content, programme dates, teaching faculty and/or location in event of force majeure. In the event that the course is cancelled, ILG will reimburse all payment received (Registration Fee and Course Fee) without accepting any other responsibility.

**Data protection** - In accordance with L.O.P.D we inform all applicants that their contact details will be included in the database of ILG in order to invoice applicants' participation in the course, as well as from time to time to inform such applicants of other services offered by ILG or any other of ILG's collaborators. One can exercise their right to access, modify, cancel or object to such inclusion, in writing to Iberian Legal Group, S.L., C/Lagasca 138, 28006, Madrid.