

## CENTRO INTERNACIONAL DE AUDIENCIAS CeCAP



To respond to a growing demand from the business and legal community, the Center for Conciliation and Arbitration of Panama has opened the **Program: “International Hearing Center (CIA Panama)”**, as a specific place for the holding of arbitration hearings and other forms of settlement of commercial controversies.

**CIA Panama** is available for any type of institutions or ad hoc arbitration hearings, as well as for the friendly settlement of disputes (ADR).

## Fees

### I. Appointment of Arbitrators

In accordance with the provisions of articles 22 and 23 of Law 131 of 2013, arbitration centers may appoint arbitrators in the absence of appointment of the parties, of the arbitrators (in the case of the presiding arbitrator) or in the absence of an agreement on the arbitrator only when they have not appointed him in a timely manner. In these cases, the request must be addressed to the Administration of the Center, with the respective certificates of the due requirement and expiration of the terms.

The person making the request must pay the amount of ONE THOUSAND FIVE HUNDRED (1,500.00) American dollars, with the request for designation.

CeCAP will have up to 30 days to make such appointment.

### II. Rental of Hearing Rooms

<b>ROOM</b> (morning or afternoon)	<b>N° of People</b>	<b>M2</b>	<b>Daily Rate (*)</b>	<b>Rate ½ Day</b>
Hearing Room 1	8	10	300	175
Hearing Room 2	15	40	550	400
Hearing Room 3	35 to 50	107	850	600

(\*) Rate based on usage between 8:00 a.m. to 5:00 p.m. from Monday to Friday. Outside this schedule a surcharge of 15% of the cost of the rate will be charged.

#### **The use of all the rooms include:**

- Waiting Room for Parties, Experts and Witnesses.
- Sound System and Recording - Audio CD included.
- Local Telephone Calls
- Fax
- WIFI
- TV and video
- Technical support in the facilities

## ADDITIONAL SERVICES:

1. **Audio Transcription Service:** US \$ 4.00 (Spanish), US \$ 10.00 (English) per each page, margins of 1 inch, letter "currier new", size 14, double spaced. The delivery time of transcripts will be three business days. If required in less time a surcharge 20% will be charged per page.
2. **Video Conference Service:** The service is carried out through Skype, and includes the connection made by a technician, use of laptop, screen and sound. **It will require specifically.**
3. **Cost:** US \$ 150.00 per session.
4. **Video Recording:** The cost will depend on the duration of the recording. Additional Video Copies: US \$25.00
5. **International Telephone Calls:** The cost varies depending on the Area + Local Supplier Rate.

### 6. Photocopied and Colored Prints

- Photocopies	
- Paper 8 1/2 x 11, black and white	US \$ 0.25
- Paper 8 1/2 x 14, black and white	US \$ 0.25
- Paper 8 1/2 x 11, color	US \$ 1.00
- Paper 8 1/2 x 14 in color	US \$ 1.25
☐ Prints:	
- Paper 8 1/2 x 11, black and white	US \$ 0.25
- Paper 8 1/2 x 14, black and white	US \$ 0.25
- Paper 8 1/2 x 11, color	US \$ 1.00
- Paper 8 1/2 x 14, color	US \$ 1.25

7. **Laptops:** US \$ 125.00 per day.

### 8. Meals (includes Waiter)

	Cost x Person
<b>Coffee Break</b> (coffee and tea, Juices + 3 varieties of hors d'oeuvres)	6.00
Lunches	
a. Option 1. Light (includes: salad + diet soda + fruit)	10.00
b. Option 2. Deli (includes: Sandwich + Refreshment)	12.50
c. Option 3. Executive (includes: Entree + Main Dish + Dessert + Refreshment)	25.00
Dinner	
d. Option 1. Deli (includes: Sandwich + Refreshment)	12.50

## CONDITIONS OF SERVICE:

The confirmation of a reservation of the services by means of deposit payment implies the acceptance of the General Terms and Conditions of Reservation and Sale below:

1. Customers of the service understand that neither CIA Panama nor CeCAP manage the Arbitration Proceedings, so their services only correspond to the rental of the facilities for the hearings, and in no case, responds to the decisions of the arbitral court.
2. **Terms of Application:** Before any reservation request, a quote will be prepared and sent to the client. This quote must include the price for the rental of the room or rooms, as well as any additional service desired by the client such as delivery of meals, various equipment or the extension of the schedule.  
These General Terms and Conditions of Reservation and Sale must be sent to the client, finally; together with the confirmation of the Services and the deposit request.
3. **Price Guarantee:** the prices at the moment of confirmation of the reservation of the services will be effective for the duration of the reservation.
4. **Reservation Terms:** Each reservation request must be confirmed in writing (by letter, fax or email) to CIA Panama. Upon receipt of the application by CIA Panama will open a reservation file and send a cost proposal with the details of the Services; in it, you will be asked for a deposit amount, and the deadline to respond to the proposal. If no deposit is received by the last day of payment stated in the letter, the reservation will be canceled.
5. **Deposit:** The required deposit will be 20% of the total price for the services quoted, and must be paid 2 months before the start date of the provision of services. The remaining 80% must be canceled at least 15 days before the start date of the provision of services.

In cases of reservations made less than 2 months in advance, the customer will be obliged to pay the full price of the services quoted.

6. **Payment of the Deposit:** The Services will not be considered confirmed until the deposit is paid and the service proposal will be received duly signed and having the words “agreed and approved”.

7. **Cancellation:** Any cancellation requested by the client must be confirmed in writing (letter, fax or mail) to CIA Panama.

CIA Panama will not make any withholding of compensation when it receives the request for cancellation more than two months in advance of the date of commencement of services and the client may replace reserves with another reservation of equivalent services.

When CIA Panama receives the request for cancellation between one (1) to two (2) months before the date of commencement of services, compensation equal to 50% of the total price of the services, including taxes, will be paid by the client.

When CIA Panama receives the request for cancellation in less than one month before the date of commencement of services, or if the client does not appear on the agreed start date of the services, compensation equal to one hundred percent (100%) of the total price, including taxes, of the services will be paid by the client.

8. **Relocation:** In case of force majeure or special circumstances, CIA Panama reserves the right to make available one or more different rooms of the room or reserved rooms, with no change in the price.

9. **Schedule of CIA Panama:**

The Hearing Center is open from:

**Monday to Friday, from 8:00 a.m. at 5:00 p.m.**

Lounges upon request may be available outside these hours, and may be subject to specific pricing supplements as set forth in the quote sent to the client.

10. **Force Majeure:** In case of force majeure or special circumstances that prevent the normal forecast of the services, the services of CIA Panama, will notify the client before the cancellation of the services and will reimburse the deposit paid. The client will not be entitled to any compensation in respect of said cancellation.

11. **Insurance:** Facilities Rental Services do not respond for damages or loss of personal effects of those who participate in the activities or meetings of the services described.

12. **Confidentiality:** The ICC Services staff must maintain strict confidentiality of all documents and information that comes from their knowledge in the course of providing services