

**Swiss Arbitration
Association**

Tribunal Secretary Training

 12 - 13 January 2026

 LALIVE, Rue de la Mairie 35, 1207
Geneva, Switzerland

Immersive two-day training

This training is tailored for international arbitration practitioners aiming to excel as tribunal secretaries. Using a simulated arbitration case, participants engage in hands-on exercises to develop essential skills within a small group setting. The program also covers key legislation, best practices, and international standards. It concludes with practical insights and advice from a distinguished senior arbitrator.

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SESSIONS



KNOWLEDGE
SHARING



HANDS-ON
EXERCISES



PRACTICAL
DISCUSSIONS

PROGRAM

DAY 1 | 10:00 - 18:00

Session 1

Duties of a Tribunal Secretary

Session 2

Appointment & Logistics

Session 3

Case Management Assistance

DAY 2 | 10:00 - 18:30

Session 4

Hearing Preparation & Support

Session 5

Post-Hearing Assistance

Session 6

Q&A with a Senior Arbitrator

Hosted by:

LALIVE

REGISTER NOW

The number of participants is limited. To complete your registration please scan the QR Code or [click here](#).



Price: CHF 680

(includes training, all course materials, and all meals)

TRAINERS



DOROTHEE SCHRAMM

Independent Arbitrator



ANGELINA PETTI

von Segesser Law Offices



**JUAN CAMILO
JIMÉNEZ-VALENCIA**

Hanotiau Tossens
Goldman

With the assistance of:

RODRIGO PONTES ARALDI, Deloitte

Q&A with Senior Arbitrators



NIUSCHA BASSIRI
ArbBoutique



MICHAEL SCHNEIDER
LALIVE



Participants are encouraged to attend the Swiss Arbitration Summit 2026*

*All Tribunal Secretary Training participants will receive a 10% discount code.

14 - 18 January
Intercontinental Geneva