



**Nigerian Bar Association – Section on Public
Interest
and Development Law (NBA-SPIDEL)
2026 Conference Planning Committee (CPC)**



Kindly find herein, the composition and Terms of Reference (TOR) of the **Members of the NBA-SPIDEL 2026 Conference Planning Committee (CPC) Subcommittees.**

MEMBERS OF THE NBA-SPIDEL 2026 CPC SUBCOMMITTEES

1. Programme & Content Committee

- (i). Prof. Usman Mohammad Shuib (Chairman)
- (ii). Folarin Aluko (Vice Chairman)
- (iii). Dr. Sunday Kelechukwu Agwu (Secretary)
- (iv). Stanley Ekpa (Assistant Secretary)
- (v). Adaobi Egboka

2. Sponsorship, Finance and Partnership

- (i). Dino Melaye (Chairman)
- (ii). Osita Chidoka (Vice Chairman)
- (iii). Paul Chukwuma
- (iv). Senator Emmanuel Bwacha
- (v). Hilary Ogbonna (Secretary)
- (vi). Nkiru Uzodi
- (vii). Idris Bawa (Assistant Secretary)

3. Logistics, Venue & Accommodation

- (i). Prof. Chizoba Okpara (Chairman)
- (ii). Godwill Archibong Umoh (Vice Chairman)
- (iii). President Aigbokhan (Secretary)
- (iv). Dr. Maureen Baribefe-Koate (Assistant Secretary)
- (v). Daniel Asomeji

4. Registration, Attendee Services & Protocols

- (i). George Itodo (Chairman)
- (ii). Abdullahi Karaye (Vice Chairman)
- (iii). Chidimma Amadi (Secretary)
- (iv). Alpheus Anayo Mba
- (v). Joy Nnani (Assistant Secretary)
- (vi). Abba Shuaibu

5. Media, Publicity & Publications

- (i). Emeka Nwadioke (Chairman)

- (ii). Kanayo O. Kanayo (Modestus Onyekwere) (Vice Chairman)
- (iii). Gloria Ireka (Secretary)
- (iv). Lilian Okenwa
- (v). Samuel Etuk (Assistant Secretary)
- (vi). Godfrey Echeho
- (vii). Mfonobong Udo-Inyang

6. Security, Risk & Compliance

- (i). Bulus Atsen (Chairman)
- (ii). Mrs. Igbeaku Evulukwu (Vice Chairman)
- (iii). Ibrahim Baba Salu
- (iv). Iwa-enih Katherine Anukwa
- (v). Kingsley Uche Iheanacho (Secretary)
- (vi). Ledua Akekue (Assistant Secretary)

7. Monitoring, Evaluation & Reporting

- (i). Chinyere Moneme, SAN (Chairman)
- (ii). Ikhide Ehighelua (Vice Chairman)
- (iii). Francis Nworah (Secretary)
- (iv). Bayo Akinlade (Assistant Secretary)
- (v). Akpomiemie Akpomiemie
- (vi). Dressman Ebikebena

8. Exhibitions

- (i). Prof. Nnamdi Obiaraeri (Chairman)
- (ii). Funmi Adeogun (Vice Chairman)
- (iii). Okey Barrah (Secretary)
- (iv). Ntami Agube
- (v). Fatima Zara Abdulmalik
- (vi). Abba Shuaibu (Assistant Secretary)

TERMS OF REFERENCE (TOR) FOR 2026 NBA-SPIDEL CPC SUBCOMMITTEES

1. Programme & Content

TOR

- Develop conference theme, tracks, and session formats.
- Identify, invite, and brief speakers (bench, bar, government, academia, CSOs, partners).
- Align sessions with Continuing Professional Development requirements.
- Finalize programme grid and coordinate with ICT/AV for interactive delivery.

2. Sponsorship, Finance & Partnerships

TOR

- Define sponsorship tiers, benefits, and prospecting plan.
- Secure sponsors/partners; manage invoicing, receipts, and cash-flow.
- Prepare and update conference budget; oversee procurement and financial controls.
- Reconcile income (sponsorship, registrations, exhibitions) and prepare final financial report.

3. Logistics, Venue & Accommodation

TOR

- Secure and manage venues (plenary, breakout, exhibition).
- Oversee accommodation blocks, transport, shuttles, catering and entertainment.
- Coordinate venue layouts, signage, seating, power, and daily operations.
- Liaise with the Local Organising Team for smooth implementation and involve a strong membership from the Local Organising Committee (LOC).

4. Registration, Attendee Services & Protocol

TOR

- Set registration categories, fees, discounts, and refund policy.
- Deploy online registration system and on-site badge/help desk.
- Coordinate ushers/volunteers, attendee support, and queue management.
- Handle VIPs, dignitary relations, seating protocols, and official courtesies.

5. Media, Publicity & Publications

TOR

- Develop communications plan (press, social, digital, email).
- Ensure consistent branding, publicity materials, and signage.
- Manage press accreditation, press briefings, photography/videography.
- Produce programme booklet, abstracts, communiqués, and post-conference proceedings.

6. Security, Risk & Compliance

TOR

- Conduct threat/risk assessments and coordinate with state security agencies.

- Implement access control, VIP protection, crowd management, and medical/first-aid.
- Ensure compliance with legal, data protection, insurance, and contractual obligations.
- Oversee health, safety, and emergency response planning.

7. Monitoring, Evaluation & Reporting

TOR

- Define KPIs (attendance, sponsorship yield, media reach, DEI metrics).
- Collect participant and sponsor feedback (surveys, interviews, polls).
- Track milestone delivery and prepare daily debrief dashboards.
- Produce final evaluation report with lessons learned for future NBA-SPIDEL conferences.

8. Exhibitions

TOR

- Develop and implement a comprehensive exhibition strategy for the conference.
- Attract reputable exhibitors from the legal, justice, public sector, technology, publishing, development, financial and related sectors.
- Maximise exhibition revenue in collaboration with the Fundraising and Sponsorship Sub-Committee.
- Deliver a professionally managed exhibition that enhances delegate engagement and exhibitor satisfaction.
- Promote innovation by showcasing products, services and initiatives relevant to public interest and development law.

EXHIBITIONS SUB-COMMITTEE GUIDELINES

1. Purpose

The Exhibitions Sub-Committee shall be responsible for planning, coordinating, marketing and managing all exhibition-related activities for the NBA-SPIDEL 2026 Annual Conference. The Committee shall develop a vibrant exhibition that provides value to delegates while creating visibility and business opportunities for exhibitors, sponsors and partner organizations. The exhibition programme should complement the conference theme and enhance the overall conference experience.

2. Objectives

The Committee shall:

- Develop and implement a comprehensive exhibition strategy for the conference.
- Attract reputable exhibitors from the legal, justice, public sector, technology, publishing, development, financial and related sectors.
- Maximise exhibition revenue in collaboration with the Fundraising and Sponsorship Sub-Committee.
- Deliver a professionally managed exhibition that enhances delegate engagement and exhibitor satisfaction.
- Promote innovation by showcasing products, services and initiatives relevant to public interest and development law.

3. Scope of Responsibilities

The Exhibitions Sub-Committee shall:

A. Exhibition Planning

- Develop the exhibition concept and layout.
- Determine the number, size and categories of exhibition booths.
- Recommend exhibition pricing and participation packages.
- Develop an exhibition implementation timeline.

B. Exhibitor Recruitment

- Identify prospective exhibitors.
- Prepare and circulate exhibition prospectus and invitation materials.
- In consultation with the CPC leadership, engage law firms, publishers, technology companies, NGOs, government agencies, development partners, financial institutions, security agencies and justice sector organizations to exhibit/support the exhibition.
- Maintain regular communication with prospective exhibitors.

C. Sponsorship Collaboration

- Work closely with the Sponsorship/Fundraising Sub-Committee to integrate exhibition opportunities into sponsorship packages.
- Develop premium exhibition opportunities for headline sponsors.
- Ensure sponsors receive agreed exhibition benefits.

D. Venue Coordination

- Work with the Venue and Logistics Sub-Committee to allocate exhibition spaces.
- Design exhibition traffic flow.
- Ensure adequate utilities, power supply, internet access, lighting and security.
- Coordinate exhibitor access during set-up and dismantling.

E. Operations Management

- Manage exhibitor registration.
- Allocate exhibition booths fairly.
- Produce exhibitors' manuals and operational guidelines.
- Coordinate booth installation and branding.
- Supervise exhibition operations throughout the conference.

F. Delegate Engagement

- Design initiatives that increase delegate traffic to exhibition areas.
- Coordinate product demonstrations, exhibitions, launches and networking sessions where appropriate.
- Encourage interaction between exhibitors and conference participants.

G. Marketing and Promotion

- Collaborate with the Media and Publicity Sub-Committee to promote exhibition opportunities.
- Publicise confirmed exhibitors before and during the conference.
- Showcase exhibition highlights across conference communication platforms.

H. Compliance and Standards

- Develop exhibition rules and participation guidelines.
- Ensure compliance with NBA-SPIDEL policies and venue regulations.
- Address exhibitor complaints promptly and professionally.
- Maintain high standards of professionalism, safety and ethical conduct.

I. Financial Responsibilities

- Monitor exhibition income and expenditure in consultation with the CPC and SPIDEL leadership.
- Ensure proper documentation of exhibitor payments in collaboration with the Finance Committee.
- Prepare periodic financial reports relating to exhibition activities.

J. Reporting

- Submit periodic progress reports to the CPC Chairperson.
- Present post-conference evaluation and recommendations for future conferences.

4. Key Deliverables

The Committee shall produce:

- Exhibition Strategy and Work Plan.

- Exhibition Prospectus.
- Exhibitor Registration Package.
- Exhibition Layout Plan.
- Exhibitor Manual.
- Confirmed Exhibitor List.
- Exhibition Operations Plan.
- Daily Exhibition Status Reports during the conference.
- Post-Conference Evaluation Report.

5. Key Performance Indicators (KPIs)

The Committee shall be assessed on:

- Number of exhibitors secured.
- Exhibition revenue generated.
- Percentage of exhibition space occupied.
- Exhibitor satisfaction ratings.
- Delegate engagement with exhibition activities.
- Timely delivery of exhibition milestones.
- Quality of exhibition management.
- Compliance with budget and operational timelines.

6. Meetings

- Hold meetings as necessary to achieve assigned objectives.
- Maintain minutes and action trackers.
- Report regularly to the CPC through the Sub-Committee Chairman.
- Participate in joint planning meetings with other relevant sub-committees.

7. Collaboration

The Committee shall work closely with other subcommittees, such as the:

- Sponsorship and Fundraising Sub-Committee
- Venue and Logistics Sub-Committee
- Media and Publicity Sub-Committee
- Registration and Protocol Sub-Committee
- Local Organising Committee

8. Duration

The Sub-Committee shall function from the date of its inauguration until the submission and acceptance of its final report following the conclusion of the NBA-SPIDEL 2026 Annual Conference.

9. Guiding Principles

The Sub-Committee shall discharge its responsibilities with:

- Professionalism
- Transparency
- Accountability
- Creativity and innovation
- Teamwork
- Financial prudence
- Inclusiveness
- Timely execution
- Excellent customer service
- Alignment with the vision and objectives of NBA-SPIDEL and the Conference Planning Committee

Please note that, Sir Ejike Ezenwa, SAN (Chairman), E.T.O Ogunjide (Alternate Chairman), Dr. Lilian Ojimma (Secretary), and Daniel Kip (Assistant Secretary) of the Conference Planning Committee (CPC) are automatic members of ALL Sub-Committees.

29th day of July, 2026

A handwritten signature in black ink, appearing to read 'Sir Ejike Ezenwa, SAN', with a large, stylized flourish at the end.

SIR EJIKE EZENWA, SAN

Chairman, NBA-SPIDEL 2026 Conference Planning Committee