We recently changed our deal submission forms for capital markets, M&A and banking and finance.

These guidelines will help you understand the new process of how to submit your deals.

By using this online form, your deals will be included in our regular round-ups and league tables of various deal types. Our intention is to provide a comprehensive view of deal activity across Latin America and to identify the most active law firms in specific industries and markets. We will also use this information to identify and analyse trends in those industries and markets.

If your submission is not reported as an individual news story, then it may still be published in our round-ups.
Deal submission guidelines for monthly round-ups and league tables, capital markets, M&A and banking and finance

(Please submit project finance and restructuring transactions in the usual manner).

We do accept:
- Deals of ANY value.
- Deals that have closed at any time within the last six months.

We do not accept:
- Confidential deals.
- Deals submitted outside of the online submission process.
Deal information

- Information about the person submitting the deal: name, email, place of work.

- Essential facts about the deal: deal date (signing/closing), deal location (main country), deal value (including currency and whether confidential or not).

- Names of the parties involved: for example, for M&A: buyer and seller; for capital markets: issuer and banks; and for banking: borrowers or lenders. (There is no need to include law firms here as we will ask for that information later.)

- Deal description: tell us more about the deal, in case we decide to report on it separately. (Please do not put law firms here either as we ask for that later.)
Counsel lists

Please submit information about the lawyers advising each party on separate pages. This will help us process the information more efficiently in order to publish regular reports and to cover more transactions.

1) On the first counsel list page we ask for the following:

- Name and description of party one: For example, for capital markets: name of party one: Petrobras; description of party one: issuer.
- In-house counsel details: names and roles.
- Details of first law firm advising party one: location and name of law firm, lawyers and their roles. (You do not need to provide email addresses.)

2) You will then be asked if you want to provide details about other law firms advising party one.

- Select yes to submit details about more law firms advising party one and repeat the process.
- Select no if you have submitted all counsel details for party one.
Counsel lists continued

3) You will then be asked if you want to provide details about other law firms or any other parties, beginning with party two.

- Select **yes** to repeat the above process for party two. You can repeat this process for multiple parties.
- Select **no** to submit your information and exit the survey.

*Once you have made your submission you will receive automated confirmation.*
What happens next?

The Latin Lawyer editorial team reviews all deals and decides what to report on as individual news stories.

All deals will be included in regular deal round-ups and used to compile league tables, as well as further analysis of deal flow in specific markets, deal type and industry.

Prior to publication, the team will send deal lists to law firms on a regular basis, so that they can check for accuracy, make further submissions, and ensure there is no confidential information included.

The data will also be used as part of our research for Latin Lawyer’s benchmarking products.

We will send you regular reminders about submitting information.