
ELSA Negotiation Competition – Judge Pack Guide

Below you will find a guide on how to assemble a **‘judge pack’** to properly prepare your judges.

The judge pack should:

- Contain **all information necessary** for the judges.
- Be **compiled into one document**.
- Be **sent via email long enough before the competition** (2-3 weeks prior to the competition).

You should **bring some printed copies** for the day of the competition to make sure that every judge is supplied.

So, what exactly should your judge pack contain?

1. An **introductory note** on the ELSA Negotiation Competition.
2. A **detailed outline** of the competition structure.
3. A **list of requirements and significant rules** for the judges.
4. A **schedule**.
5. All **scoresheets**.
6. A few **blank pages** for notes.
7. **FAQs**, if any.

Always consider that your judges will be **legal practitioners and professors** who will **take time out of their work** to assist you in your competition.

This is why you always need to make sure that you are **making their job easier**, to **guide them** through every step of the way, and finally, continuously **thank them** throughout their involvement.