

## ELSA Negotiation Competition – Tutorial

This short manual is intended to serve as an efficient guideline on how to organise a round of the ELSA Negotiation Competition (ENC) in your ELSA Group.

As with every event, the preparation for an ELSA Negotiation Competition goes through different stages. These stages often overlap, but for the sake of efficiency this manual is divided into four phases: **planning, organisation, execution and evaluation.**

In order to run a successful event, it is important that the whole board is involved into this project; make sure that you have a President and a Marketeer on board, as some of the tasks will fall into their area. As a lot of the work has already been done for you, it is important that you use the materials provided to you by ELSA International in the ENC Package.

### I. PLANNING

During planning, the organising group plans the structure of their specific ENC round. the organising group will set the foundations by contacting externals and partners as well as communicating within their board.

**Contact your board:** Explain to your board what the ENC is, why you want to organise it and how they can help. Every hand is needed.

**Contact externals:** You will need support in the form of:

- **Financial support** – for prizes, refreshments etc.
- **Judges** – you will need experienced negotiators and lawyers to evaluate the performances of your participants.
- **Venues** – where the event will be hosted.
- **Trainings and coaches** – it improves the quality of your event to offer trainings on negotiation and even legal English.
- **Case** – ask partners or professors if they can provide you with cases. As a basis or example for showing to them what you will need, you can use the model scenarios in the ENC Package. Moreover, the cases can be provided by ELSA International upon request from the organising ELSA Group.
- **Exposure** – You may negotiate an opportunity for the external partner to present itself to the participants

See the document “**ENC Sponsors – what you need**” found in the ENC package for more information.

**Contact your university:** It may be possible for the participants to obtain university credits for participating in the ENC or participation could count as a legal English course. This can make your project more attractive and can make it easier to find participants.

**Contact your national ELSA Group:** It may be possible for your event to be part of the National Negotiation Competition.

**Timeline:** Consider what needs to be achieved by what deadline: When will be the deadline for applications, trainings and the event itself?

## II. ORGANISING

**Finding participants:** Use all of the tools available to you to promote your project: present the ENC during lectures, create events on social media and utilise the promotion package provided to you. Make sure that you do not forget the international students as they often are happy to participate in exciting events and are comfortable in legal English.

**Selection of participants:** As an attractive event, the ENC may interest more students than your capacity, and you will have to select teams. To ensure a fair selection process, avoid focusing heavily on academic achievement. Instead, consider an applicant's motivation as you will need to be able to rely on your participants. Also consider whether you want to open your ENC exclusively to ELSA Members or all students.

**Communication with the participants:** After you have found your participants, stay in close contact with them and keep them updated with dates and times, on how to prepare and how to dress (business, business casual) and behave at the venue where the event will take place. It is important that you make an effort here so that they feel taken care of and stay motivated. It is recommendable to have a preparatory meeting to provide the participants with the opportunity to ask any questions concerning the organisational procedure and the scenario.

**Brief your judges:** Your judges may have negotiation experience but may have never been involved in a simulation of negotiation. You should therefore provide them with the cases in advance of the event as well as explain what their task will be; briefing the judges is vital to secure consistent judging standards, to ensure that judges feel comfortable in their position and to create a positive image of the ENC and your ELSA Group.

See more in the “ENC Judge Pack Guide”.

**Create a schedule:** Create a schedule for the participants and the judges so everyone knows where to be at what time. If there are many people involved in the organisation process, it might also be helpful to provide a timetable to them as well.

**Prizes:** Depending on your budget, you may offer:

- Participation certificates for the participants;
- Prizes for the winners;
- Gifts for the externals and judges;
- Merchandise of your ELSA Group or your partners.

### III. EXECUTION

When the day of the ENC arrives, it is time to execute a professional and well-prepared competition in order to find the winners of your ENC round.

***Reception:*** You will need someone to welcome the participants, the externals and the spectators.

***Keep close contact to judges and participants:*** You should stay in touch with judges and participants, so everyone knows where to be and what to do at any given moment and so that they feel taken care of.

***Timekeeping:*** You should endeavour to find an efficient way for timekeeping for the participants to know how much time they have left in order to structure their negotiation accordingly. You could use a big clock or a screen with the aid of the appointed timekeepers.

***Handing out cases:*** You will have to be careful here as each team receives different confidential facts, but both will have the same common facts: mistakes here can be fatal.

***Professional appearance:*** You are representing ELSA so make sure to be professional and well-prepared.

### IV. EVALUATION

After you have successfully finished the event, only few tasks remain outstanding.

***Evaluate the collaboration with the external partner:*** Consider whether they will they want to be a part of this event next year. You could inform them of other projects ELSA offers such as STEP, moot courts or Delegations to secure this continued collaboration.

***Evaluate with the participants:*** It is important that you discern which elements were successful and where there is room for improvement.

***Participating on higher levels:*** If your winners are participating in higher rounds of the ENC, you will have to prepare them for the demands of the respective stage. You can contact your national group and/or ELSA International for further information on how to do this.