

ELSA Negotiation Competition – Organising Overview

A brief guide for organising an ENC for National and Local Groups

This Organisation Overview **summarises** the most important aspects of organising an ENC. For further Information about the ENC please refer to the **Competitions Handbook** and the **ENC rules**.

The following **checklist** can be used to keep track of your state of the Organisation of your Negotiation Competition.

✓	Do you have...	Annotation
	Rooms	
	Preparation rooms	One room per team, only needed if you choose alternative 1 (see below).
	Negotiation Room	Can be the same as the preparation room.
	Waiting Rooms	If there is more than one round. If possible, you can have a person from the OC with the teams in the room to not leave them waiting alone.
	Preparation Room Content	
	Pens and Paper	The participants should not bring any pre-written notes into the preparation room.
	Water and Glasses	The participants need refreshments during preparation.
	Negotiation Room Content	
	Three tables	Two tables facing each other for the participants and one for the judges.
	Water and Glasses	For the judges and for the participants again.
	People	
	Judges	Three is recommended.
	Teams	At least two.

	Timekeepers	At least two per round.
	Materials	
	Case	The judges or partners of the ENC may be able to draft a case, if that is not possible, the case may be provided by ELSA International.
	Scoresheet	May be found in the ENC Package.
	Winners/participants certificates	May be found in the ENC Package.
	Other	
	Gifts for the judges	Chocolate or wine if your budget allows it.

Structure

There are two alternative structures which may be followed when organising the ENC, each is equally valid.

- In alternative 1, the teams have their preparation time right before the negotiation.
- In alternative 2, the teams receive the case and confidential information a few days prior to the negotiation.

Alternative 1:

I. Preparation time

30 – 45 minutes of preparation time for the teams

II. Pre-Negotiation Period (optional)

5 minutes per team

- Self-introduction by the teams
- Presentation of the tactics and aims during the negotiation in front of the judges without the other team being present

III. Negotiation Period

30 – 60 minutes

- Presentation of the main arguments
- Trying to find the zone of possible agreement
- Aiming to reach an agreement or at least a common ground
- Both teams can request an up to 5 min break from the negotiation

IV. Self-Reflection Period

5 minutes for the preparation + 5 min per team

- Both teams are allowed to prepare for the self-reflection period, without the presence of the judges
- Self-evaluation by the participants of their performance in front of the judges
- Reflecting on the success of their strategy

V. Feedback by the judges

As long as needed/possible depending on the case and number of teams.

Alternative 2:

I. “Role Draw”

4 days prior to the competition

- Determination of the team roles done through a draw

II. “Preparation phase”

3 days prior to the competition

- Full disclosure of the documents to the teams, including the Confidential Facts and Common Facts

III. Pre-Negotiation Period (optional)

5 minutes per team

- Self-introduction by the teams
- Presentation of the tactics and aims during the negotiation in front of the judges without the other team being present

IV. Negotiation Period

30 – 60 minutes

- Presentation of the main arguments
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VI. Feedback by the judges

As long as needed/possible dependent on the case and number of teams.