



The European Law Students' Association

Moot Court Competition

Organiser's Manual

Guide to Bridging Theory and Practice

ELSA International
2012/2013

Foreword

Dear Reader,

Bear in mind that some basic rules apply to moot court competitions organised on any level, local, national, regional or international. This Handbook provides the description of the tasks to be covered in the course of organising a MCC and, where needed, highlights the differences in approach required in local or national moot court competitions.

This Handbook is not aimed at presenting a wider description of the objectives or contents of the project management. Nevertheless, the manual is written in a “project manager friendly” style. It may be used by anyone planning to or already organising a MCC. Guidelines included here are aimed specifically at organisation of MCCs, and may not, most probably, serve as general description of project management.

Numerous sources have been used while compiling this Manual. The authors of this Manual owe their thanks to:

Mooting Net for various information and links
www.mooting.com

Sub-Committee on National Moot Court Competition Supreme Court Centenary Celebrations for the Mooter’s Handbook
www.supremecourt.gov.ph/moot/handbook/hand_bknew.htm

ILSA for the Judges Handbook
www.ilsa.org/jessup/

ELMC Association for ideas on structure and financial management
www.elmc.org

and those AAers all across network, who took their time to write reports on their MCCs.

This Manual has been crafted for the convenience of AAers all over Europe and for the benefit of future efforts to improve legal education by means of bridging theory and practice of law. This Manual is dedicated to those AAers who will master up the nerve and sinew to organise or administer a moot court competition in their local or national group.

Engage and enjoy.

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ELSA International 2012/ 2013

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Introduction

What is a Moot Court Competition (MCC)?

Moot court is a simulated hearing or trial, in which the students hear a case and handle it like in “real life”. Moot court competition (MCC) is series of such simulations (sessions) directed towards establishing a winning team.

Moot Courts in ELSA

In ELSA the key area of Academic Activities is aimed at linking theory and practice. Accordingly, the aim of a MCC is to improve the legal knowledge of students, as well as to prepare and train them for proper and successful acting in court, the use of rhetoric, gestures, speaking without notes, self confidence and intellectual flexibility.

It is not surprising that ELSA groups have pledged their allegiance to the MCC. TYTP 2003/2005 hold ambitious yet realistic goals of increased number and quality of AA projects. Organizing MCCs are both wonderful forum for training members’ and perfecting their skills. Also, MCCs are irreplaceable PR building tool.

How to start?

The initiation of a MCC project may or may not include a project feasibility study. If you feel that there is a general understanding between students that theory and practice bridging project would benefit them, then just go ahead and start your preparations. If the law faculty maintains an MCC training course or otherwise encourages student participation in moot court competitions you may find it useful to acknowledge that MCC organised by local ELSA group may add to the experience of staff and students. In the case of quite opposite situation, where MCCs are not seen as an integral part of law degree education, you should be the one convincing students and law faculty of usefulness of the MCC. Be sure to guarantee yourself the support of at least one academic before you start working on the MCC. This will allow you to base your claim for the time of your colleagues (both potential organisers and participants) on more serious grounds than just stating that “MCC – a fun way to learn law” (which it is, but not everyone knows about it).

Structure of the MCC – is there a better way of doing it?

First and foremost, before the MCC preparations can start and even before a responsible person is appointed (unless he or she is a director for Moot Courts and it is his or her duty to initiate and plan MCCs) an AA officer should contemplate on the structure of the MCC. Finding former MCC organiser or participant to tell more about MCCs could be one way. Also, a law faculty (school) should have at least one teacher who could be willing and able to help. If not, use the description below or contact the Director for MCC ELSA International or VP AA of ELSA International for advice. In addition, there are several internet sites which may provide you with relevant information (see Annex VII).

There are various forms of MCC. The experience of ELSA groups showed that students of some universities enjoy complicated structures with witnesses at stand and jury present, as well as

actual defendants and claimants testifying. In these, the winner of the competition usually is the winning side of the argument. In other countries students seem to prefer for the model where two teams of advocates argue the case against a panel of judges. Since it is almost impossible to create a case balanced for both sides, the winner is not necessarily the team which won the argument, but which was the best pleader in the sense that both the argumentation and the manner in which these arguments are presented.

In short, the traditional MCC would involve two teams (applicant/complainant and respondent, claimant or state prosecution/defendant) pleading opposing sides before a judge or a panel. Further, structure of the pleading session may mirror or be independent of national (or international) rules of procedure. First of all such basic things as titles of the parties and judges, titles, timing and structure of the speeches of the representatives of the parties etc. vary from country to country, as well as throughout the court systems of the same country. Also, you could choose moot arbitration procedure, set up your own ADR (Alternative dispute resolution) moot, try out the WTO dispute settlement procedure or the Human Rights Moot Court. In addition, the documents which are normally submitted to the court (or arbitration) before hearings bear different titles, content and, most importantly, structure. But you could think of a unique form for written submissions (memorials) or just cite a relevant law (i.e. civil procedure code) which outlines basic requirements for documents submitted to the court in the course of litigation. It is not unusual for the memorials to have the following structure:

A. General Part

1. Table of Contents
2. List of References
3. List of Abbreviations

B. Material part

1. Statement of Facts
2. Summary of Arguments
3. Arguments

Though if you wish you may chose a simpler structure of the memorials:

1. List of References
2. Summary of arguments
3. Arguments

Should you choose to moot an international court (ICJ, ECJ, ECHR), dispute resolution body or arbitration (respectively, WTO and Arbitration Institute of the Stockholm Chamber of Commerce) or tribunal, look into the rules of procedure of that particular court and draft the requirements for memorials, as well as the entire structure of the MCC accordingly.

Depending on the possible number of participants and the objectives of the project, you may choose to conduct selection round to determine which students will participate in the oral rounds. One manner of doing this is by demanding that students shall submit their pleadings in writing and shall be selected for the participation in the oral rounds. On the other hand, written round may serve not only as selection round but to ensure that students are well prepared for the oral pleadings. In which case, the scores of the written round may constitute a part of the eventual mark of the team in the preliminary rounds of the oral pleadings.

As might have guessed from the above, oral pleadings or oral rounds may be divided into selection rounds (if you have more than four teams participating in the oral rounds) and play off rounds. The first ones, also called the preliminaries, are aimed at selecting best eight teams to participate in the quarterfinals or best four teams to participate in the semi-finals.

Make sure that you have a clear idea on the structure of the competition before you appoint a person responsible for the project and definitely before the start of the drafting of the rules. Of course, it may be the duty of the Director for MCC to work out the structure or an MCC project manager may search the internet for clues as to the structure of the competition, draft of the rules etc. Whichever way is chosen, this should be the first consideration along with forming the OC, drafting the schedule for the competition and the rules, as well as assessing potential participants' interest in such competition.

The size of the competition

It is always more fun to organise MCC where students are involved for a period longer than a week. Actual event of oral pleadings should not be more than couple of days, otherwise you may face problems with judge participation and willingness of the students to devote their time. The size of the competition will very often be affected by the level of the competition – local, national, regional or international.

On the local level mini-moots, taking place during one week, including preparations, with the culmination or oral rounds extending throughout one day, may prove to be more feasible than a big MCC containing several stages or rounds. On a national level, an extended event should be more attractive both to the potential sponsors and participants. It is up to you to choose whether preliminaries, semi-finals and finals take place several days in a row, but where parties argue the same case in all rounds it would be the best solution. With at least one month prior preparation, unless the memorials are to be submitted for selection, in which case one more month would be necessary for writing them, your MCC may become biggest AA event of the year.

Topic for the MCC

The topic for MCC or, rather, the topic for the case to be argued at the MCC should be carefully selected. Things to consider while choosing the topic:

- 1) Public interest in the particular topic

Depending on the popularity of various legal issues among students and faculty your choice of topic may make or break your MCC.

- 2) What is your target group of potential participants

The case should be carefully selected after considering your target group (undergraduates, post graduates) and the extent of teaching of particular legal discipline. In case of a too complicated assignment or very rare set of facts (the one not yet considered by higher courts or which contains crucial constitutional matters etc.) participants may be reluctant to sign up or prepare thoroughly thus impeding quality of the competition and ELSA's reputation.

3) Amount of information available

It is vital to consider the amount of information (case-law, text books, articles) that could be found by both parties to the case to support each side's arguments.

4) Availability of professional providing the academic support (drafting the case, issuing clarifications, etc.)

Make sure that you find at least one academic or practicing lawyer who would know the topic (area of law) well enough to prepare the case and provide clarifications upon request (or after a set date).

Forming the OC

It may be a responsibility of VP AA or the Director for Moot Court Competitions to form the OC, yet it is best that a person responsible, either by appointment or a simple volunteer, rallies his or her own team. In any case, it would be best to have one person – a project manager – responsible for the event, beginning with the formation of OC and planning and finishing up with the competition and follow up.

Project manager is responsible for planning the work of OC, controlling the processes in the project, overseeing quality of results, follow up.

Some general advice for the MCC project manager

- Make a timeline so everybody knows the different deadlines (start early with fundraising and marketing)
- Follow the budget and don't spend money you don't have
- COMMUNICATION
 - Make sure that all the different members of the OC gets all the information that is needed
 - Have regular OC meeting where you keep each other updated and co-ordinate your efforts
 - Inform ELSA International if you want your MCC to added to the list of events (Events poster, Synergy)
- Don't panic if things don't go as planned, but stay calm, improvise and make the best out of the situation
- Make sure that you follow the relevant Policies and fill out the required AA forms
- Make sure that your marketier follows the logo and other relevant ELSA rules
- Take RESPONSIBILITY for all areas
 - Remember you are not stronger than the weakest group of your OC, so help the weaker groups
 - Remember that externals and participants don't differ between the different groups and in the end you all share the credit and the criticism
 - Make sure everybody knows the names of the sponsors and that everybody keeps an eye out for them if they are attending your event, but make one person responsible that

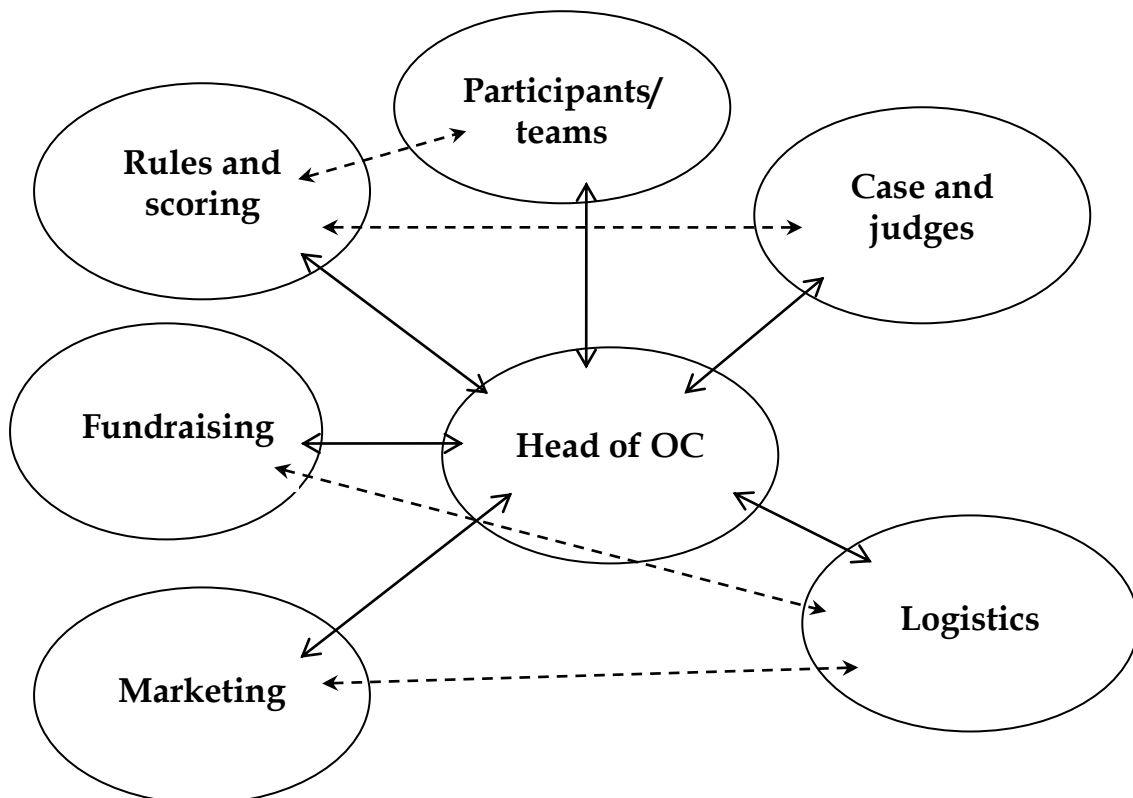
all promises are kept (e.g. exposure of the correct logo in your marketing material, power point projector and extension cord for their presentation and so on)

- **TEAM SPIRIT**
 - Do team building exercises in the beginning of the planning
 - Have parties for the OC
- **FOLLOW UP** after the event
 - make an evaluation of how things went
 - write a thank you letter to your sponsors, speakers and other externals
 - write about it in Synergy and get a participant to write about it in your members magazine
 - keep a file/binder with all the material you made for next year (e.g. letters to and from externals, programme, list of contacts and so on)

In short project manager's tasks are:

1. Planning and improvising
2. Teambuilding and motivation
3. Surveillance and control
4. Follow up and transition

Possible task division and interaction between the OC members (responsible groups) is presented in the chart below.



Organising committee

Team building sessions should be employed in the normal course of organisation of a project. These are aimed at:

1. learning to work together
2. finding out particular strengths and weaknesses of the team members
3. familiarising each other with the individual methods of work, as well as those of the project manager
4. getting to know WHAT a MCC is
5. getting a clear overview of the objectives of the project

First and foremost, each OC member has to be clear on his/her responsibilities throughout the MCC. The best option would be to have at least one person responsible for the following areas:

1. Case (finding a case, finding a competent person to draft memorandum for judges and deliver clarifications to the case);
2. Coordinating judges (finding handbook for judges);
3. Regulations (drafting, interpretation) and scoring (scoring guidelines, score sheets);
4. Participants (promotion, registration, updating);
5. Logistics (venue, timekeeping, photocopying, water etc.);
6. Fundraising (actual fundraising, subsequent care of sponsors interests);
7. Marketing (establishing target groups, marketing sponsors as well as the event);

The first four of the above listed items are the responsibility areas more or less unique to the MCC projects. Last three, though having distinct features are, nevertheless, common to any project, especially ELSA project.

Depending on the human resources in the local group or willingness of members of several local groups to work together (for national MCC) it might be problematic to find enough OC members to cover all of the listed areas. In such case do your best to allocate similar tasks to one person.

Even more important than task division is the overview of the extent of interaction between OC members, namely, how marketing should work with fundraising, and the manner of consultations between a person responsible for regulations and the one for judges, as well as the case.

Division of the tasks and drafting the schedule

Division of the tasks and drafting of the schedule should take place at the same time.

Firstly, set out a timetable of the competition:

1. Date of issuing the case¹
2. Registration deadline
3. Deadline for submission of memorials
4. Deadline for issuing ranking of teams
5. Date/s for oral pleadings

An example of a timeline is appended to this Manual (see Annex II).

Though timetable is to be presented along with the case, it is for your own convenience that it has to be prepared together with the deadlines for performance of responsibilities of the OC.

Then, agree on a detailed schedule for the performance of OC responsibilities, such as finding a case, judges, drafting materials for the MCC and others described in this Manual.

There are numerous ways to schedule your work. One of them is the following.

Set dates for oral pleadings, unless you are planning to have written (selection) rounds, then oral pleadings should be set within a reasonable time period after deadline for submissions of memorials. If you are planning to have the MCC extending over several days, set a date for the final round of oral pleadings and then work your timing back from that date. Pick a date for the final, which would allow for best media coverage and would not put too much strain on the judges schedule. For example if you are planning to invite local court judges to help out do not schedule the oral pleadings (neither the final, nor other rounds) for the days when actual hearings take place in courts. Call up the court chancery (secretariat) and find out what week days are set away for hearings and what for judges' preparation for them. If you are hoping to have lawyers judging the MCC it might be wise to consider Saturday for the oral pleadings or at least after office hours in the middle of the week. In short, put your mind to it, ask around for advice from the students who are familiar with the work in the courts and law firms and try to choose the best day.

Another way to schedule is to start from the very beginning. Look at your point zero, which might be now or in a couple of weeks, when the OC will be ready and work it out. Just be aware of national (public) and religious holidays, exam schedules and other ELSA events.

¹ This could also be the deadline for registration of the teams and the date when teams actually start preparing for the MCC. In practice, though it is common to publish the case on the date most active marketing of the competition starts.

General remarks

It is to be born in mind that as the OC proceeds with its work some replanning may be required. Thus, even though sufficient time has been allocated for each task some accidents may happen which will alter your schedule, so be prepared.

Also, note that you should be strict with the deadlines that are given to the teams, as well as those on the OC action schedule. But remember that the road of true mastery of organisation is knowing when to be flexible.

A number of disasters might occur that would require flexibility.

Marketing material is late
Teams miss the registration deadline
Faculty announces a cleaning day

What could go wrong on the day of event:

The judge cancels
Copy machine brakes
Team does not show up

Solutions:

Rules (regulations)

Drafting the rules (regulations) of the MCC may prove to be quite an endeavour requiring knowledge and skill OC members, however enthusiastic, may lack. If you are planning to base the competition on the local rules of procedure some senior students or teachers may help you with the drafting of the rules. However, they should be provided with some example of the rules. Searching the web (see Annex VII for MCC related websites) or contacting the Director for MCC could be the easiest way out.

The rules have to be clear and precise. Basic provisions (clauses) should include the following:

1. Structure of the competition (rounds)
2. Team composition and eligibility, and exclusion clauses
3. Scoring procedure and criteria
4. Procedures of the rounds (written and oral, including order and timing of speeches)
5. Penalties

Please refer to the Annex I of this Manual for more detailed outline of the contents of the MCC rules.

Fundraising

Second step after planning out the work of OC and timing of the competition is identification of needs.

Detailed budget is essential for successful fundraising as well as financial management of the project. All necessities have to be taken into account. Some sponsors would be more likely to provide sponsorship in kind, yet others prefer financial contributions. In both cases sponsors usually want to know what exactly their contributions are going to be used for. Thus the budget should include a comprehensible explanation of uses for specific items or sums.

Example of the budgets for local and national MCCs are presented in Annex IV of this Manual. Pay attention to the fact, that local (or national) circumstances may alter your needs one way or the other, but presented templates, as agreed by AA officers, are universal.

Fundraising should start with preparation of the fundraising plan, which would ensure that fundraising activities are in motion throughout the preparation and that a desirable level of control is maintained. Identification of potential sponsors and donors is important for the preparation of fundraising strategy. Latter has to ensure that various persons engaging in fundraising do not duplicate the approaches. Otherwise you may end up with too many in kind sponsors hard to be taken care of during one and the same MCC.

Potential donors and objectives of possible approaches:

Who?	What?	Ask...
Law firms	Financial and in-kind donations	- lawyers to coach teams for a fee; - judge written or/and oral rounds;
Government or other public institutions	Informational, financial and in-kind sponsorship	- to establish prize/s for team/s and pleaders (traineeship/s, books etc.); - sponsor publication of the best memorial;
Faculties ²	Recommendations, financial and in-kind donations	- using their website to market event, publicize results and register participants; - ease a burden of photocopying and other office-related services, such as phone calls;
Professional associations ³	Venue, photocopying, moral support (patronage)	- to provide rooms; - to sponsor the case.

Variety of informational materials should be prepared before actual fundraising starts. Project description (aims and objectives, short description of the competition, list of judges (whenever available), patron/s of the project, agenda (preferably including sponsors fair) etc.) is one of them. Budget and explanation of the budget should be annexed to the offer of cooperation and included in the project description. It gives potential sponsors a chance to choose the area and type of donations, as well as extent to which their donation will be aiding OC's efforts. Explanation of recognition of the sponsors is optional. Letters should be prepared in advance to make the fundraising process easier to implement. Reports and press releases from previous MCCs or related projects (essay competitions) may highlight the chances of success of the project which bridges theory and practice and supplements traditional, institutional legal

² Do not forget to coordinate the approach with local ELSA groups if you are national MCC organiser.

³ Bars or judges' associations may not be available for monetary donations. Nevertheless, it varies from country to country, so it won't hurt to ask.

education. In addition all of the above information might be arranged into a nice Power Point Presentation and put on a CD to be left with potential sponsors, presented to the public etc.

It is very important that MCC fundraiser and the ELSA group work together in handling the sponsors. Both in-kind and cash donations are in one way or the other regulated by local law. It is important that you adhere to the rules and regulation concerning registration and use of, as well as accountability for the contributions by your sponsors.

Do not forget special invitations to the MCC events (schedules and programme materials), as well as thank you letters right after the MCC is over. It is a good practice to follow up a “mutual” project by providing a report for your sponsors. The Project Report should include a short description of organising efforts, event itself (competition results, responses from the participants, judges, the audience) and use of donations. Also, a newsletter of your ELSA groups published after the competition and containing all the tributes to sponsors, judges, co-organisers and so on may be enclosed along with said report.

Thanking your sponsor who has attended any portion of the MCC in person is not only a mere hospitality gesture, but also a necessary demonstration of your appreciation.

Finding a case

With the case being a backbone of the entire MCC, it is essential that a competent person drafts the case. Depending on the branch of law or topic chosen for the case finding the professor might prove very hard or very easy. Approaching faculty or relevant department would be the straightest way. Also, personal contacts usually work out very well.

Please bear in mind that well balanced case is very important. It would allow you to escape unwanted criticism from the teams and their coaches and would simply allow for a high quality MCC.

Participants

As regards team hunting refer to the section on Marketing.

At least one person should be taking care of participants starting with their registration ending up with distribution of pictures of the event. The list of tasks of the OC member responsible for participants should include at least the following.

1. Joining the marketier in his efforts to market the event to potential participants

As familiarity brings content people will feel more comfortable approaching a familiar person later on with questions.

2. Conducting preparatory meetings with potential participants

Explanation of the rules, structure of the competition, summary of the case should be provided by the OC, that is you. The same summary may later be distributed to the audience attending the MCC oral pleadings, refer to section on Actual event/Logistics for explanation.

3. Registering the teams

Prepare a registration (application) form. If possible put it in the website and use both online template and conventional .doc or .pdf registration forms. Also, you may simply have somebody running around and sticking the registration sheet into everyone's faces making them sign up "on the spot".

4. Helping to find a team coach

Section on Fundraising provides a Norwegian way of finding coaches and making money at the same time, you may also approach teachers and senior students for the same purpose.

5. Ensuring good communication

Constant updates as to the course of the competition, reminders of deadlines and memos on writing memorials, tips for teams on oral pleadings are but a few things a caring OC member should do.

6. Preparing a schedule for each team

Individual schedule per team may be too kindergarten like treatment, but the least you owe to the teams is a clear competition schedule that includes: (i) deadlines for registration, payment of participation fees, submitting the memorials; (ii) times when the scores, list of finalists etc. will be issued; (iii) timeline for preparation, (iv) schedule of the oral rounds and (v) other important dates, events associated with MCC (opening ceremony, conference, coach consultations, judges' briefing, cocktail etc.).

7. Prepare "tips for teams"

One of the ways to take care of your participants is presenting them short memo on your MCC. Teams, which have never participated in a MCC or those unfamiliar with topic of procedure your competition is mooted, may have a hard time having fun at your MCC. Therefore you

should come up with a short description for your MCC, including, but not necessarily limited to, advice on how to write the memorials, how to interpret the rules, procedure of the oral rounds, some guidance as to how the court/panel is to be addressed, how the sources should be referred to (both in written submissions and oral pleadings), advice on advocacy skills which should be acquired before the start of oral rounds etc.

8. Securing extended library access

There are other ways to take care of the participants of your MCC. One of them could be arranging Lectures and Panel discussions on the topic directly linked to the case. Professors and lawyers invited to judge at the MCC may be asked to deliver such lectures or moderate the discussions. Also, your fellow S&C officer might be available for help. Organizing a seminar or a conference on the relevant topic and urging students to participate might also aid students in their preparation and encourage potential participants to register for MCC (see Section on Marketing for more information on promotion of MCC among law students).

Judges

To maintain high quality of judging it is recommended to keep a mix of professionals involved in the MCC. Professors, practicing lawyers, judges, even notaries or state prosecutors on your list of Judges and Advisors would enhance participation and image of the competition. Further, actual judging will prove more objective giving your competition more of a name among students and faculties. Ensure that each bench is mixed!

Maintain a database on the professors, judges, practicing lawyers and law students who have lent a hand before. Those who have dedicated their time and energy once and have drawn some use of their participation will be easier to convince one more time. ELS members, alumni and simply those who have given a speech once or twice in ELSA event may be more than willing to jump in on a shorter notice.

Be sure that judges are well taken care of Judging materials (see Section on Judging materials for details) should be supplied in time, judges' efforts should be recognised throughout the event, including speeches at the receptions, opening of the competition etc. Gifts for judges are one way of material expression of your appreciation. Also certificates and plaques would be welcome.

Publish the list of Judges and Advisors on your website and fundraising and marketing materials of subsequent MCCs. In the future, some of the judges might even transfer to the list of Sponsors and vice versa bringing in some stability to the competition.

Marketing

First and foremost you should employ all the experience ELSA and other student NGOs have accumulated over the years of marketing their events, activities and projects. So, you might find it useful to read the minutes of the joint workshop AA and MAR have carried out in November 2002 at the Alanya ICM.

Once a person tries out mootings s/he is hooked forever. There are cases where persons spend all of their time and money on MCCs. International MCCs are most costly to participate in, yet national and local MCCs require but a little time, money and might be as challenging as any of the international ones.

So, to get participants for your MCCs start with a small MCC on an entertaining case. Make it appear attractive. This might be an initial incentive for students to attend your competition. ELSA Germany started off by organising MCCs based on fairy tale cases.

Well-planned marketing is one of the key factors of MCC's success. It is both the tool to get the participants and to publicise the efforts of ELSA groups to supplement legal education by theory and practice bridging projects such as MCCs.

They're a various ways to market MCC. AA officers had following suggestions:

1. Posters, brochures and flyers

These are the most common three tools for marketing any event. Be inventive while using them, it will allow you to achieve maximum effectiveness. For example both the flyer and the brochure may serve not only as means for the distribution of information, but also as application (registration) forms. The brochure thus could contain information on MCC and benefits of participation, rules of your MCC and application (registration) form. Latter should be easily separable (physically) from the rest of the text sections of the brochure and should contain the address (local ELSA group) to which it should be delivered.

Further, posters and flyers may contain information of previous MCCs – winners, prizes, topics, judges and sponsors. And must include references for further information (website, AA officer or project manager contacts, as well as an e-mail and phone number of the OCM member responsible for participants).

2. Announcements in classes

Unless the professor is really unfriendly, it should be not problem asking him or her to allow you to make a five minute announcement at the beginning or the end of the class. Writing on the boards is also an option. The message on the board should contain at least the following – topic (branch of law the case is on), number of participants per team, registration deadline, website or e-mail address for further information. If you pollute at least half of the rooms in your faculty you might just get some participants before the boards are cleaned for other purposes. Supporting such effort by leaving brochures and flyers in the room or disseminating them during your announcement should yield favourable results.

3. Contacting potential participant personally

Where it is a local MCC being organised this may be the best approach. Hunting down the participants during classes and at the library may prove to be the quickest way to find enough teams for a small MCC or to find a missing team or three if you need an even number of teams for the oral rounds. Again, disseminating brochures may support this effort.

4. Asking professors to convince potential participants

There is nothing as effective as some authority. Professors, especially of the field relevant to the case of MCC, should be keen to urge their students to engage in extracurricular activities of a legal practice nature. You may ask professors to offer grades or include the case and related materials into the curriculum of a particular subject. Since professors meet their students regularly, such personal approach may be just about right way to find some dedicated teams for your MCC.

5. Getting faculty to offer credits to participants

This should take a good reputation of a MCC and ELSA group at a particular university. Nevertheless, it is not as hard as it looks. If your president is in constant contact with the dean and your AA or/ and S&C officers are frequent guests at department meeting involving academic issues, it should not be a problem convincing the faculty that your project is a worthy part of the legal education provided by your beloved faculty.

If you MCC is a project involving extensive preparation, at least two rounds (selection and elimination) and demanding case, you should not face problems in presenting it as possible integral part of law students' curriculum.

Be well prepared for the meeting with the dean and persons responsible for the academic programme at your faculty. Reports on previous MCCs and ELSA's overall dedication to and experience in MCCs should be your main tools. In addition, recommendations from sponsoring law firms, judging professors and former participants of international MCCs could serve their purpose if delivered in appropriate manner and on time.

6. Using magazines (e.g. university newspapers, law faculty newsletters etc.)

If your MCC is an annual event or your marketing has been planned well in advance university magazine or faculty newsletter would be more than happy to include description of the project and call for applicants in their monthly or quarterly publication. An article highlighting project's objectives, place within formal legal education system and ELSA group's role in bridging theory and practice, as well as containing short description of the case, requirements for participants and present (or former) sponsors, could prove of interest even to the local media.

Do not forget that these publications should also be used to market the actual event (see section on Marketing oral pleadings). It may never be too much publicity for ELSA MCC event.

7. University/faculty, ELSA and other internet sites

One of the cheapest ways to reach your target audience is using websites. In addition it is least costly way to deliver vastest amount of information.

REMEMBER, that ELSA International would be more than happy to include the description of your MCC in the News section at www.elsa.org.

Judging material

Judging material should include at least the following:

1. Rules of your MCC
2. Basic research material
3. Scoring (marking/grading) guidelines, including score-sheets
4. Guidelines for asking questions
5. Information on ELSA and the MCC, including OC contacts
6. Bench memorandum (a paper highlighting main issues and argument fields of the case, as well as overview of basic legislation and/ or jurisprudence)
7. List of Judges and Advisors
8. List of sponsors

Items 6-8 are optional.

Rules of your MCC and their short version must be included in the judging material and presented to judges well before their actual involvement in the project. It is essential that judges have the time to familiarise themselves with the rules and have time to ask you or the drafter of the rules for clarifications and explanations.

Judges have to be supplied with laws and cases referred to by the participants. This research material is supposed to help judges at their work in assessing both the memorials and the oral pleadings. OC member responsible for the teams might already have something to be included in the Judging material. In addition, professor who has drafted the case might be able to supply you with a list of references.

Depending on how much time and effort the professor writing the case may dedicate to your purpose, you may ask him or her to draft a memorandum for the bench (panel of judges). This would help you to lure more judges to your competition because you will be able to promise them that judging will be a piece of cake since you will provide the Judges' handbook.

To aid judges in the very process of assessment and scoring, guidelines for judges of the MCC should be put together. Scoring guidelines should include:

1. Description of procedure or oral pleadings or/ and the course of the written round (if your MCC contains one);
2. Example of a score-sheet (may be different for oral and written rounds);
3. Assessment and grading criteria.

Guidelines for asking questions, if such are allowed during oral pleadings of your MCC, should be clear and precise. "The bench is asked and encouraged to pose questions to the teams at any point of their argument. While in the preliminary rounds these questions shall mainly focus on problems of the argumentation, questions of more general nature may be included during the elimination rounds" (Art. 4.5.2 of EMCC Rules). The rules of your MCC must include a clause stating whether the clock is stopped during interruptions by Judges. Also, Judges are asked to treat all participants' equitably.

The rules as to addressing parties with the questions from the bench may vary from country to country and court system to court system. Thus it would be best if your MCC contained rules

similar to those governing national or local court rooms. Main requirements for judges asking questions usually include:

The following are some specific suggestions for questioning:

- 1) It is recommended that Judges frequently utilize questions, which call for a "yes" or "no" answer. They test a Participant's ability to answer a question directly, and the questions themselves tend to be shorter and more concise.
- 2) Since time is limited it is important to focus inquiries from the Bench on areas that will allow distinguishing Participants' quality.
- 3) Judges are asked to avoid asking rhetorical questions or making statements. The interaction between the Participants and the Bench should be in question and answer format. It is suggested that lengthy debates with the Participants are avoided.
- 4) It is recommended that Judges try as much as possible to interject their questions evenly throughout the round. The questioning should not be focused on one Participant or Team.
- 5) Judges are recommended to avoid detailed questioning about a co-speaker's argument. Each competitor should outline the beginning of his or her presentation the points he or she will cover. Although it is sometimes difficult to avoid questioning on a co-speaker's argument, such questioning should be general in nature when necessary.
- 6) Judges are asked to avoid extensive questioning after time has expired.

In the end of the day you might be approaching a judge who has no idea what ELSA, MCC or judging MCC stand for. It is very useful to have a well prepared short presentation of ELSA and its activities ready at hand. Even some old friends of ELSA tend to forget their student years' experience, so reminding them how far ELSA has gone with its commitment to MCCs (EMCC, increasing number of local and national MCCs) might encourage them to become part of that success.

All of the above may be compiled into a "Handbook for Judges of the MCC". For an example of guidebook for MCC judges, contact your AA officer or ELSA International. Also, you may browse the internet.

Venue

For local moot court, especially the mini-moot, a room in a law faculty building is more than enough. Make sure that the room shall have at least three tables big enough to accommodate two teams and a panel of judges. If you are expecting some audience, make sure that you have enough chairs for them. Even if it is only team members' friends who are coming, make sure they feel welcome – they might just be your upcoming generation of mooters.

Just remember to secure a room in advance so that you do not face competition from legal research group meeting or student representatives' workshop. Also, in case your MCC contains preliminary rounds where sessions take place simultaneously, you should ensure that two or more rooms are available at the same time.

For national MCC or a bigger local MCC a court room is the most suitable venue. Some law faculties have special rooms for MCCs, so you better research these opportunities first. Law firms or institutions might also be addressed. There the space is most likely to be available on Saturdays or after the working hours on working days. On the other hand, if a law firm volunteers its rooms for the entire event with request for being recognised as the sponsor, this could be a good start of cooperation.

Courts usually have rooms available on Saturdays or hearing-free days (these differ from court to court, so make sure you call in advance). Appellate or High courts maintain well equipped courtrooms and they may be reluctant to allow strangers to use it. But if you contact local Association (or Union) of Judges, their recommendation might open some doors. The choice of the venue might be decisive factor in how much audience you accumulate. So, make sure you put enough effort, especially for bigger MCCs, to get a room providing the court experience as close to the reality as possible.

Marketing oral pleadings

Main focus of this stage of marketing is getting an audience and making your MCC known to the wider community of practicing lawyers, academics, students and the general public.

In addition to the means described in the section on Marketing the following should be employed:

1. Local/national newspapers, TV and radio programmes;

Write articles and prepare news announcements and send them out couple of weeks before the final oral round. Do not forget to repeatedly fax or e-mail announcement/article one week before the actual event.

Holding a press conference may be another good idea.

2. Organising reception after the finals;

This, depending on your budget, could be a very good means for establishing or strengthening contacts. Law school faculty members, judges of the MCC, interested journalists, teams (present and potential), practicing lawyers (sponsors, potential judges or case drafters for the next MCC) and others can be gathered in one room and presented with a glass of wine, as well as the setting for interaction, evaluation, planning and plain fun. This could also be a perfect way to thank your OC for the hard work they've done. A buffet dinner may be too much but a short cocktail at some nice location (hotel, government building, university hall) with a band which plays relaxing music (or a sound system to create a cosy atmosphere) could do wonders for your marketing strategy.

You may hire a special company to do it. On the other hand, being a student association we are here to provide a forum for learning and skill acquisition, thus it could be a good idea to have an OC member responsible for it.

3. Posters, brochures flyers, cards and website's news section

These means of marketing will work, as always, if you clearly define what you'd like to achieve with them. This time you need an audience for MCC's oral rounds, not participants! Therefore the posters, brochures, flyers and a flash add in the website news section have to contain information which will attract the fans of litigation, admirers of advocacy and people interested in alternative ways of providing legal education.

4. Organise a conference or a seminar on the issues in the case

This passive learning event might attract potential participants, and heighten interest in particular topic just long enough for everybody to come and see your MCC.

Actual event

Collecting memorials and distributing to judges

If you use written rounds to select teams for the oral round, collection of memorials and their distribution to judges shall be the initial stage of the event.

Make sure that everyone is clear on the deadline for the delivery of the memorials. If your MCC is a national one you should decide whether the deadline for submissions is the delivery or dispatch date (the date when memorials are mailed to, rather than received by the OC). Participants of local MCC could simply deliver the memorials in person or leave it at ELSA headquarters.

Workout the system for tracking the memorials before the deadline for submissions. The system should be simple enough for you to be able to tell which judge is scoring which team's memorial, was the set of memorials send in on time etc. If you have submissions coming in via e-mail and in hard copies, keep track of both – some judges might like to receive the memorials for correction by e-mail, some prefer not to waste their own cartridge on volunteer work.

Do not forget to include the Judging material when you distribute the memorials for the correction. Judges should receive all of the relevant information at the same time instead of having to hunt you for it. Make sure Judges have enough score sheets. Depending on the design, one score sheet may be used to grade one memorial or one set of memorials (claimant's and respondent's), that is, entire team's submission.

Be clear on the deadline for corrections. Judges have to know when you are going to need the results before they start correcting and even before they agree to help you out. It is only descent that you let them plan their work.

Gathering marks and preparing for oral rounds

This is one of the toughest periods in MCC. Teams are waiting to know who have been selected for the oral rounds, judges have to confirm their participation, OC has to arrange travels etc. In the midst of all of this one OC member has to stay calm and ensure that following tasks are being pursued:

- 1) After judges submit the scores the OC is going to be the one doing all of the calculations. Prepare templates for ranking.
- 2) Publish the list of teams, which made it to the oral rounds at least a week in advance.
- 3) Send out invitations for sponsors and university. Send out judging materials to the members of the panel/s (bench/es) of the oral pleadings along with the venue (how to get there), agenda and "thank you".
- 4) Marketing is being carried out.
- 5) Last minute preparations for the reception, which will follow the final round should be either over or almost done.
- 6) Enough certificates for participants, prizes for winners and gifts for the judges have been accumulated.

Time keeping

It is important make sure, that a person responsible for the Rules and Scoring has prepared timekeepers notes. The timekeeper should be able to introduce the case and the panel of judges. It is crucial that a briefing is conducted several days before the oral round/s. if you shall be having at least a couple of moot court sessions at the same time during the oral rounds, the timekeepers have to make sure they will have identical approach to timing. Teams have to receive identical treatment during what is going to be greatest challenge and one of the most nerve-racking experiences for tem.

Timekeepers duties . . .

Oral round/s

Start with listing the number of hands you'll have available for help during the oral rounds and then list the tasks that will have to be carried out throughout the event. It does not matter whether you have a massive international, regional or a small national or local MCC going on you need to have a clear idea on WHATs, WHOs and WHENs.

One way to do it would be have a list of tasks, a list of people and a list of places (including how to get there) and put it all in one table/checklist for you reference as the project manager.

The following could be a good example of a timetable for half a day of the oral rounds of the MCC. Leave some space for unplanned tasks while drafting your timetable!

WHEN	WHAT	WHO	WHERE
8:00	Daily OC briefing: remind of schedule and . . .	Kriss and Mark	Hotel
8:30	Breakfast		Hotel
9:00	Call up participants to remind when we are leaving	John	Hotel
9:30	Participants leave for the pleadings	John	Hotel
10:00	Arrange the rooms, check water and timekeeping, as well as score sheets. Photos, case for the audience and marketing material.	James Bob Eva	Uni/rooms # 1 # 2 # 3
10:30	Start of session I Make sure timekeepers are in places Make sure pleaders are in the rooms	Kriss John	Rooms # 1, # 2, # 3
11:00	Keeping free judges attended to	Betty and Mark	Uni/lobby
11:30	Replan and check for afternoon plans	Kriss	
12:00	End of Session I – clean up the rooms and submit scores, do the math (ranking).	James, Bob, Eva Mark	
12:30	Participants leave for lunch	John	Uni/lobby
13:00	Lunch at the restaurant		Edelweiss

13:30			
14:00			
	Etc.		

Do not be afraid to be impulsive, replan and improvise. But always keep in mind how many hands you have available to do the work. Flexibility is really important in the decisions that you make and in people you deal with. Hopefully by this time in the project you will have trustworthy groups of people to rely on.

Make sure that each and every OC member carries a copy of such timetable/task allocation AT ALL TIMES.

Timekeepers should have already received their instructions by now. One way to do it would be to arrange a long briefing session where you or a professional (professor who's agreed to help, student who did it before, "know-it-all" ELSAian) would explain to your timekeepers how it is done. It is very important to allow them to ask questions and devote some time for free discussions. The persons whom you assigned to timekeeping, though may lack experience, may come up with neat ideas and make the pleading sessions, scoring, timekeeping and ranking very efficient.

Whatever happened or did not happen in the past the OC should work like the best of those Swiss watches and keep all of negative remarks to themselves. You are great! Participants are wonderful! Judges are professional! And everything is going great, despite 3 hours of sleep and the bar that cancelled your reservation at the last minute!

Audience

It is important to take care of your audience during the pleadings. They are your key to fame and money. Well not the latter actually, but they will definitely will help you to pass the message around.

First of all, make an introductory speech, explaining what MCCs are about, thanking judges and sponsors, acknowledging the OC's efforts and wishing participants "good luck".

Another good idea, which would keep audience "into it", is to distribute the summary of the case to the audience. You may either include a summary of the case in a special brochure on your MCC or distribute the whole case (maybe even including the clarifications) to the audience taking their places at the final pleading session.

You might want to have some brochures with information on ELSA (your national or/ and local group) and the MCC available. Remember to point out during your speech that the brochures and the summary of the case is available.

In addition, you could allocate some time for the audience to ask teams some questions on the case. It could take a form of discussion after preliminary (oral selection) rounds or it could be 15 minutes allocated after each pleading sessions. Judges may join in with their versions of answers or comments.

Again, depending on your budget you may afford to offer refreshments to the audience. Some beverages and cookies or candy would be a nice gesture and could keep the audience concentrated on the pleading.

Do not forget to schedule the pleading sessions so that there is sufficient time for a short break left between each of them. You do not want your audience to wader off during the pleadings. It would make teams feel band and you even worse. In addition, judges need their breaks too, so you'd be doing a favour to everyone.

Logistics

Fix the room – arrange the tables, hang ELSA banner and sponsors' marketing material, summary on the case on each and every chair meant for the audience.

Water and refreshments should be delivered beforehand. Make sure you have cups and paper towels.

Find a stopwatch for time keeping. Seat the timekeeper where s/he will be easily seen by the pleaders. Make sure that the timekeeper knows not only his/her duties of timekeeping, but also the ones of taking care of the room (unless you have a separate person for that).

Take photos!!! Later on you may or may not compile an online picture gallery or even put one up on a poster stand. This will not only show who were on the teams of your moot but will pay you a compliment of being able to finish the project with some blitz. In any case, you will need the pictures to be included in your local/national ELSA Archive and to be distributed to the teams so that they could show their efforts of extracurricular activity off to their family, friends and colleagues. In addition, pictures are usually appreciated by the journalists, unless they organise them to be taken by professionals. But if you are planning to place an article about your MCC in the university paper or law school paper having it is good to have some back ups.

The follow up

As mentioned above one of the ways to organise a follow up would be to hold a reception (cocktail). Be sure to take care of such arrangement beforehand, that is at least two weeks before actual competition because once the oral rounds “get rollin” you will be under immense pressure and the least thing you will need is to worry about the menu, the band, the location, the dress code etc.

Gathering everyone to watch a movie on the MCC or official presentation-report where Power Point would involve pictures of the teams pleading, conference or reception (if there was one), as well as clear report on the way your budget was carried out (for the sponsors) and, maybe, how your faculty/law school was represented could be another option. This would also be a perfect event to talk more about ELSA and how national and local groups contribute to legal education in your country.

Picture gallery or a hand-made poster would also serve as a demonstration of your appreciation towards the teams, the judges and the sponsors. In addition, it would serve as marketing material for your future MCCs.

Another important point about transition is that it can and should be used to thank the OC for their work. You can organise a private party, a pub-crawl or dinning out. Make sure that everyone is thanked for the job they’ve done. You may even come up with official and funny certificates of appreciation. Those will support line in ex-OCs CVs by proving that they have been part of the MCC event. Laos, it may turn into a nice tradition and serve as encouragement to arrange more activities in ELSA.

ANNEX I – EXAMPLE OF THE CONTENTS OF THE MCC RULES⁴

General Part: The Organisation

(LG/NG organising the MCC, topic of the MCC, basic idea behind administration of the MCC, language of the competition, structure of the competition, what should be included in the timeline, annexes to the rules etc.)

Part I: The participants of the Competition

(who can participate, how many per team, grounds for exclusion, registration procedure)

Part II: The Competition

1) Preparation of the Memorials

(form and contents, as well as criteria for scoring the memorials, manner of referring to authorities, announcement of results)

2) The Oral Pleadings

(procedure of the round, procedure of the pleading sessions, *ex parte* hearing of the case, non-compliance with time limits, questions from the bench, criteria for scoring the pleadings, best oralist, timekeeping rules)

3) Final Round and the Announcement of the Winner

Part III: Final Dispositions

(sanctions for non compliance with the rules, approval of the rules)

⁴ Adapted from the Mooting Rules published at www.mooting.net

Annex II – MCC TIMETABLE – TASK CHECKLIST

As you can imagine the timetable will depend on the competition. Sometimes the teams are given 1/2 hour of preparation; on other occasions participants may be given from one to several months. Following you will find a timetable for a local or national MCC, involving several teams. The preliminary rounds and the finals might be held on different days.

FIRST MONTH TO THIRD

- Form the OC
- Arrange teambuilding sessions
- Draft schedule
- Divide tasks
- Find an academic or a practicing lawyer for drafting the case (*unless it is the National Round of an International or a Local Round of a National Moot Court Competition where you are bound to use “the main” case*)
- Plan space requirements/ reserve venue (as early as possible)
- (*If required*) reserve hotel for teams/ coaches/ judges for national MCC
- Prepare list of potential judges
- Initiate fundraising efforts
- Prepare orientation packets for teams
- Announce registration (*remember to include deadline!*) and secure at least 4 weeks for marketing

FOURTH

- Finalise registered teams’ list (*If you decide to postpone the registration deadline, remember to let everyone know!*)
- Contact teams directly/ confirm team contact information
- Publish (website and/or stand)/release (e-mail teams individually) the case (*Make sure everyone gets it at the same time! Also, remember that the case may be published, if available at the very beginning of the marketing campaign.*)
- Send orientation packages to teams
- Contact potential judges and invite them to join your competition
- Prepare publicity materials

FIFTH THROUGH SIXTH

- Process judge responses / preliminary scheduling of oral round
- Order awards
- Organize subsidiary functions, e.g. breakfasts, refreshments, etc.
- Initiate publicity efforts
- Memorial Mailing Deadline
- Bench Memorandum received
- Mail memorials and Bench Memo to memorial judges/scorers
- Mail memorials and Bench Memo to oral round judges

SEVENTH

- Review memorials for penalties
- Publish list of teams participating in the oral round
- Finalize judges’ schedule / send confirmations to judges of the oral round
- Recruit remaining staff (timekeepers, scoring staff etc.)

ONE MONTH – 2 WEEKS BEFORE ORAL ROUND

- ❑ Marketing the Oral rounds to the viewers
- ❑ Train timekeepers and brief scoring staff (or judge coordinators) as to the scoring, as well as the questioning practices
- ❑ Brief the OC on the oral round proceedings, their role during the oral round (e.g. marketing team can help out with logistics – water, paper, pens, photocopies, photographing, etc.; judges coordinators – 100 % concentration on judges; fundraiser – sponsors; project manager – coordination and improvisation)

ORAL ROUNDS

- ❑ Arrival, registration and accommodation (*if required for teams, judges and/or coaches*)
- ❑ Judges' briefing (*very important!*), Team orientation and Coach consultation (*optional*)
- ❑ Preliminary Rounds, Semi-finals, Final Round, Awards

AFTER COMPETITION

- ❑ **Within 48 hours** after the oral round takes place, results of the winning team and the best memorial should be published on your MCC's website and places in other available media
- ❑ **Within 2 weeks** AA Evaluation form must be filled in and mailed/e-mailed to ELSA International
- ❑ **Within 1 month** an OC party celebrating the success of your MCC should take place, right after an OC meeting which includes some discussion on what went wrong/right, why and how it may be improved is over

Annex III – EXAMPLE OF THE APPLICATION/REGISTRATION FORM

Team Application Form	ELSA (LG, NG or name of eminent patron) Moot Court Competition
<i>(To be filled in by the OC)</i> Team Number:	<i>(To be filled in by the OC)</i> Code:

Please fill in the form completely!!!

(Details of payment of the application fee here.)

Date: <i>(DD/MM/YYYY)</i>	
SCHOOL INFORMATION	
Name:	
Address	
Country	
Phone:	Fax:
Email:	Homepage:

TEAM COACH	
Name: and Title	
Occupation: (Professor, staff-member, student, etc.)	
Address	
Country	
Phone:	Fax:
E-mail:	

Team Information
(Teams can be composed of between X to Y number of people)

Team Member #1 (also Team contact)	
Name:	Date of Birth (dd/mm/yyyy):
Nationality:	Gender:

Obtained degrees (with specialisation where Applicable)	
Degree being studied for (with specialisation where applicable)	
Permanent Address:	
Phone:	Fax:
E-mail:	
Team Member #2	
Name:	Date of Birth (dd/mm/yyyy):
Nationality:	Gender:
Obtained degrees (with specialisation where Applicable)	
Degree being studied for (with specialisation where applicable)	
Team Member #3	
Name:	Date of Birth (dd/mm/yyyy):
Nationality:	Gender:
Obtained degrees (with specialisation where applicable)	
Degree being studied for (with specialisation where applicable)	
Team Member #4	
Name:	Date of Birth (dd/mm/yyyy):
Nationality:	Gender:
Obtained degrees (with specialisation where applicable)	
Degree being studied for (with specialisation where applicable)	

I/We understand that we may be required to participate in a final round of competition.
I/We understand that should I/We place in an appropriate position in the competition,
I/We understand that should I/We place in an appropriate position in the competition, I/We
may be required to attend the ELSA (*LG, NG or name of eminent patron/ELSA Moot Court
Competition on WTO Law*) Annual Conference and Competition.

Team Member #1 _____ (*date, initials
and signature*)

Team Member #2 _____ (*date, initials
and signature*)

Team Member #3 _____ (*date, initials
and signature*)

Team Member #4 _____ (*date, initials
and signature*)

Return this registration form and return it to:

ELSA (*LG, NG or location/ e-mail address/ other selected by the OC*)

(Include office hours!!!)

Address

Tel/Fax

Email

DEADLINE DD/MM/YYYY !!!

Annex IV – BUDGET TEMPLATE (LOCAL, NATIONAL)

National Moot Court Competition Budget Template

A moot court competition organised either by the NG or the LG involving teams from the law faculties (ELSA groups) from all over one ELSA country is a National Moot Court Competition.

Type of expenses	Required amount (EUR)	Possible income / Comments
<p><u>Accommodation:</u> Judges</p> <p style="padding-left: 40px;">Hotel Food Travel</p> <p>Teams</p> <p style="padding-left: 40px;">Hotel Food⁵ Travel⁶</p>		Judges paying themselves . Faculty helping to get better deals or ELSA members hosting team members. Best option – to fundraise for these or et a participation fee .
<p><u>Marketing:</u> Radio, national and local TV Newspapers, internet media etc. Posters Flyers, brochures Agenda, social programme⁷</p>		
<p><u>Awards and Thank-yous:</u> Certificates (plaques or statuettes) Flowers, sweets Books, CD's on Law Photos of the event etc.</p>		Book-stores, law firms, publishers or data companies may be able to provide you with the prizes. Printing costs could be covered by placing the company advertisement on the cover
<p><u>Logistics:</u> Stationery: Note pads, Photo copies, Pens etc. Venue Refreshments Transportation⁸</p>		Faculty or local court room should spare a room or two for such event. Also, the faculty may be approached for the stationary. Transportation should be hardly needed.
<p><u>Social programme:</u> Dinners⁹,</p>		Coaching fee or Team support fee from the sponsors of the event or

⁵ Set number of meals per day in advance and inform the participants before the registration.

⁶ Traditionally teams bear their own participation costs and the OC is not expected to have any considerations thereof. Nevertheless, if you really care about having a popular event you may look into some CoE, OSF or other websites and apply for the grant for travel expenses.

⁷ Bear in mind the estimated number of participants. Draft earlier but order publications only after registration deadline.

⁸ It is wise to cover only the inner city transportation, except for judges who may be doing you a favour as it is so it would be nice for them to bear minimum inconvenience and costs.

⁹ Set an entrance fee for faculty staff or officials participating. Organise a Sponsors fare.

Parties or fieldtrips		the NG.
Administration costs: Telecommunications, Postal expenses, Transportation		Administration fee paid by teams or by LG.
Contingency	10 percent	

Budget Template for the Local Moot Court Competition

Things to consider before drafting your budget:

Participants from the LG city/NG country

Judges from the LG city/NG country

If it is just your local group organising a MCC at one Law Faculty and is meant for the law students of that particular faculty, then the MCC is considered to be a Local EMCC.

Type of expenses	Required amount (EUR)	Possible income/Comments
Accommodation: Judges (if needed) Teams (none)		Sponsors or Judges paying themselves. Faculty helping to get better deals.
Marketing: Radio Posters Flyers, brochures		
Awards and Thank-yous: Certificates (plaques or statuettes) Flowers, sweets Books, CD's on Law Photos of the event etc.		
Logistics: Stationery: Note pads, Photo copies, Pens etc. Venue Refreshments Transportation (if any)		Faculty or local court room should spare a room or two for such event. Also, the faculty may be approached for the stationary. Transportation should be hardly needed.
Dinner or a party (sponsors fare, faculty staff participating etc.)		
Administration costs: Telecommunications, Transportation		Administration fee paid by teams or by LG.
Contingency	10 percent	

* The LG covering costs of the winner of local rounds (Local MCC) if there is a follow up National MCC taking place.

Annex V – EXAMPLE OF CONTENTS OF THE GUIDELINES FOR MCC JUDGES

FOREWORD

GENERAL BACKGROUND (Description of ELSA, aims of the MCC etc.)

INTRODUCTION

STRUCTURE OF THE COMPETITION

ROLE OF THE JUDGE OF THE EMCC

GUIDELINES FOR SCORING WRITTEN MEMORIALS

EXPLANATION OF THE MEMORIAL SCORE-SHEET

CRITERIA FOR SCORING WRITTEN MEMORIALS

GUIDELINES FOR SCORING ORAL ARGUMENTS

PROCEDURE OF THE ORAL ROUNDS

EXPLANATION OF THE ORAL ARGUMENT SCORE-SHEET

CRITERIA FOR SCORING ORAL ARGUMENTS

QUESTIONS FROM THE MEMBERS OF THE BENCH

ANNEX I – THE CASE OF THE MCC

ANNEX II – BENCH MEMORANDUM

ANNEX III – TERMS AND ABBREVIATIONS

ANNEX IV – EXAMPLE FORM OF THE MEMORIAL SCORE-SHEET

ANNEX V – EXAMPLE FORM OF THE ORAL ARGUMENT SCORE-SHEET

Annex VI – SHORT GUIDE TO EFFECTIVE MARKETING OF THE MCC

Task	Action
Office Hours	<input type="checkbox"/> Two days per week set working hours (i.e. two hours when two ELSA members are in the office are able to give introduction to ELSA & MCC) <input type="checkbox"/> Make sure that a memo is available for those at the phone in your ELSA office, so that they can provide info on the phone (at least contacts of the OC of the MCC!!!)
Distribution of Brochures	<input type="checkbox"/> Distribute brochures every (<i>set a weekday</i>) by putting them on the stand & distributing in the café, lounge, library etc. <input type="checkbox"/> Have them in the ELSA office for interested students.
Posters	<input type="checkbox"/> Distribute MCC posters. Remember to take them down before “trash day” and put them up again after.
ELSA Introduction	<input type="checkbox"/> You should keep some material “Introduction to ELSA” in the office in case students will come to know more.
Small Cards	<input type="checkbox"/> You could also use small cards with minimum information just to attract attention (distribute them at the university).
Stand	<input type="checkbox"/> Make a stand. Have marketing material and be ready to introduce ELSA & EMCC. Have candies and a big smile on your face to attract people. Focus on Law students.
Information in classes	<input type="checkbox"/> Oral presentations before/during/after classes <input type="checkbox"/> Put information on overhead before class begins <input type="checkbox"/> Distribute brochures before class begins
E-mail	<input type="checkbox"/> Use emails to inform students about ELSA & MCC <input type="checkbox"/> Use the university list to reach all students at the faculty
Web sites	<input type="checkbox"/> University website. <input type="checkbox"/> Your ELSA group’s website. <input type="checkbox"/> Put news item. Update them regularly!!!
Local Magazines	<input type="checkbox"/> Faculty/university magazine. ELSA member’s magazine. <input type="checkbox"/> Write an article. <input type="checkbox"/> AED magazine.
TV	<input type="checkbox"/> Write an email (shortly about ELSA. Few sentences about the MCC and possibility to promote it on TV). Ask for a meeting. <input type="checkbox"/> Make a phone call if email is not replied in 2-3 days.
Radio	<input type="checkbox"/> Write an email. Call if no reply. Ask for interview or news item.
News papers	<input type="checkbox"/> Write an article. <input type="checkbox"/> Write an email to news papers. Ask for possibility to publish your article or to give interview.
Monitors	<input type="checkbox"/> If your university/faculty/law school has monitors to put up notices of student representatives/associations USE THEM!

Annex VII – MCC RELATED WEBSITES

INTERNATIONAL MOOTING COMPETITIONS¹⁰

European Law Moot Court Competition

<http://www.elmc.org/>

Philip C. Jessup International Law Moot Court Competition

<http://www.ilsa.org/>

Commonwealth Mooting Competition

<http://www.clea.org.uk/news/winter00/mooting%20competition.htm>

The Willem C. Vis International Commercial Arbitration Moot

<http://cisgw3.law.pace.edu/vis.html>

Telders International Law Moot Court Competition

<http://www.telders.org>

John Marshall Law School International Moot Court Competition in Information Technology and Privacy Law

<http://www.citpl.org/>

Stetson International Environmental Moot Court Competition

<http://www.law.stetson.edu/excellence/mootct/01iemtct.htm>

Manfred Lachs Space Law Moot Court Competition

<http://www.spacemoot.org/about.htm>

OTHER HELPFUL WEBSITES:

MootingNet

www.firstlight.demon.co.uk/law/mooting/

University of Richmond T.C. Williams School of Law Moot Court By-Laws

<http://law.richmond.edu/mootcourt/bylaws.htm>

¹⁰ Courtesy of www.mooting.net

Annex VIII – EXAMPLE OF THE TIPS FOR TEAMS AND TIPS FOR COACHES

TIPS FOR TEAMS

Following is the example of contents of the tips you might provide the teams participating in your MCC.

I. PREPARING FOR THE MOOT

A. READING THE CASE AND ASCERTAINING THE FACTS

B. DEFINING THE ISSUES

C. FORMULATING YOUR ARGUMENTS

- 1) Arguments based on common-sense notions of justice and equity;
- 2) Arguments based on statutes and jurisprudence (arguments by analogy or comparison to other familiar cases and situations; arguments typically associated with the subject matter of the case);
- 3) Arguments based on the potential consequences of the court's finding or not finding your way (for example arguments affecting public policy).

D. CONNECTING THE FACTS TO THE LEGAL ISSUES

E. DEVELOPING A CORE THEORY

F. CONSIDERING OPPOSING ARGUMENTS AND CORE THEORIES

II. RESEARCHING

III. WRITING THE MEMORIAL

A. QUALITIES OF A HELPFUL MEMORIAL (it must be accurate, reader-friendly, concise, logically analysed and organized, and it must flow).

B. PARTS OF THE MEMORIAL

C. WRITING YOUR ARGUMENTS

D. CHOOSING AUTHORITIES

E. WRITING STYLE & STRATEGY

F. POLISHING YOUR BRIEF

IV. PREPARING FOR ORAL ARGUMENT

A. OVERVIEW OF ORAL ARGUMENT

B. ROLES

C. PREPARING FOR ORAL ARGUMENT

D. ORGANIZING YOUR PRESENTATION

E. ANTICIPATING QUESTIONS

F. PRACTICING YOUR DELIVERY

V. ORAL ARGUMENTS PROPER

A. WHAT TO WEAR

B. Demeanor and Attitude Towards the Court

C. PRESENTING YOUR CASE AND FIELDING QUESTIONS FROM THE COURT

D. TRANSITIONS

E. CONCLUDING YOUR ARGUMENT

F. REBUTTAL AND SUR-REBUTTAL

VI. DESCRIPTION OF PROCEEDINGS AT ORAL ARGUMENTS

TIPS FOR COACHES

I. FIRST MEETING¹¹

Teachers Duties

Before first meeting the teacher should ensure the students know:

- ❖ Basic of the branch/area of law the case (topic) steams from
- ❖ Roles and duties of various court/arbitral tribunal/ADR personnel
- ❖ Courtroom procedures (arbitral proceedings fixed for the particular moot court) and format of the moot court as such (rules)
- ❖ Previewed case material, available manuals,

Coaches Duties

- ❖ Legal issues and elements that must be proved
- ❖ Prepare to explain components of speech, structure of an argument
- ❖ Prepare strategies on preparation for rebuttal
- ❖ Prediction of the questioning by the bench
- ❖ Prepare a memo on conduct in court room/during proceedings

Students Duties

- ❖ Draft an opening speech/pleading or written submission (memorial) if required by the rules of the MCC (list arguments, structure evidence and supporting points, then elaborate) for both parties to the conflict
- ❖ Draft list of possible questions from the bench and your answers
- ❖ Be ready to argue for both applicant (claimant) and defendant (respondent)

II. SECOND MEETING

Teachers Duties

Before second meeting the teacher should ensure the students:

- ❖ Have completed a draft opening speech/pleading and questions
- ❖ Have memorized the facts presented in their statements
- ❖ Team members familiar with courtroom/MCC procedure.

Coaches Duties

- ❖ View students performing segments of moot court (eg opening statement, rebuttal, surrebuttle)
- ❖ Offer constructive criticism (eg types of questions, unclear phrases)
- ❖ Challenge with questions
- ❖ Strategies in handling possible questions, rebuttal points
- ❖ Familiarisation of rules of evidence, burden of proof rules etc.
- ❖ Closing statements and incorporation of legal notes.

Student Duties

- ❖ Fine tune of the pleadings

¹¹ The example of the break up of meetings and task distribution is presented here.

- ❖ Draft closing statement
- ❖ Fine tune moot court performance

III. THIRD MEETING

Teachers Duties

Before third meeting the teacher should ensure the students have:

- ❖ Fine tuned the pleading and answering possible questions
- ❖ Drafted a closing statement
- ❖ Fine tuned moot court performance

Coaches Duties

- ❖ View students performing moot court
- ❖ Fine tune statements, question answering techniques, court conduct etc. through constructive criticism

Students Duties

- ❖ Fine tune all aspects of case as instructed by coach
- ❖ Practice rebuttal
- ❖ Practice answering questions

Time spent with students will depend on their experience with the moot court competition and the ability of the students!!!