**Moot Court Competition**

**TIMETABLE**

**Part 1 - Action Plan – Organising Committee (OC)**

Try to think of all the tasks that will come up during the process. The list can be updated whenever you come up with something new. Fill in as many steps as possible — it can't be too detailed! Upload the document to a shared online platform so that individual OC members can update the status, ensuring everyone stays informed.

Specify: WHO does WHAT and WHEN?

| **When** | What | Who | Status |
| --- | --- | --- | --- |
| **3 months before the launch** | Find support:  - Finding a partner (ask them to help with drafting the case and financial support)  - Meeting with a professor from your University to draft the case, help with Rules, academic support | VP C, HoOC or OC support |  |
| Prepare a contract between you and your partner | VP C (or President) |  |
| Prepare budget (list of potential fundraising contacts) | VP C; President and Treasurer |  |
| **2 months before the launch** | Find OC | HoOC |  |
| Prepare the case | OC fundraising/HoOC |  |
| **1-2 months before the launch** | Prepare list of potential judges and contact them | OC fundraising/HoOC |  |
| Prepare timeline/schedule | HoOC |  |
| Update rules and evaluation sheets | HoOC |  |
| Prepare marketing materials (poster, cover on FB, video) | OC marketing |  |
| Arrange awards (books, vouchers, finance) | OC fundraising |  |
| **Launch of MCC** | Start online marketing (Create Facebook/LinkedIn/Instagram event and share in groups, publish some articles about competition and prizes) | OC Marketing |  |
| Open registration form | OC teams |  |
| Go to classes to announce the opening of the registration period | OC marketing (All) |  |
| End of the application period |  |  |
| Deadline for teams to submit their Written Submissions |  |  |
| **1 month before Oral Pleadings** | Decide who will be able to attend your moot court | All together with the professor |  |
| Written Submissions are marked by Judges |  |  |
| Send case to teams (in some cases case is already out during application time) | OC for participants |  |
| Reserve venues for Oral Pleadings (opening ceremony, pleadings, OC room, etc.) | OC logistic |  |
| Draft scoring, judging materials | OC Regulations |  |
| Start to collect materials for the booklet | OC marketing |  |
| **2 weeks - 1 month before Oral Pleadings** | Organise reception, venue, logistics | OC logistics |  |
| Publish list of teams qualified for Oral Round | OC teams |  |
| Find a photographer, a cameraman and somebody who will interview the winners |  |  |
| Send out special invitations to sponsors for the event | OC support |  |
| Send out judging materials | OC judges |  |
| Create exact Judges schedule for Oral Pleadings |  |  |
| Create diplomas and certificates for participation | OC Marketing |  |
| **1-2 weeks before Oral Rounds** | Print booklets and oral pleading materials | OC marketing |  |
| Inform teams: schedule for finals etc | OC participants + OC regulations |  |
| Have meetings with timekeepers | OC logistics |  |
| Buy refreshments for the event | OC logistics |  |
| **Event** | Prepare banquet | OC |  |
| Announcement of the winners | HOC |  |
| Take pictures with winners and partners | Photographer  (OC marketing) |  |
| **After Oral Rounds** | Create feedback for participants | OC participants |  |
| Share pictures, videos, interviews with winners, etc. | Photographer  (OC marketing) |  |
| Send teams evaluation | OC participants |  |
| Send a thank you letter to your partner and feedback | HOC |  |

**Part 2 - Time schedule for teams**

* xx.xx.xxxx: Launch of the Competition
* xx.xx.xxxx: Registration deadline
* xx.xx.xxxx: Distribution of the case
* xx.xx.xxxx: Deadline for clarification questions
* xx.xx.xxxx: Distribution of the answers to clarification questions
* xx.xx.xxxx: Written submission deadline
* xx.xx.xxxx: Announcement of the teams qualified for oral pleadings
* xx.xx.xxxx: Responses to submissions deadline
* xx.xx.xxxx: Oral pleading

**Part 3 - Oral pleading schedule**

Date: xx.xx.xxxx  
Place: xxxxxxx  
Time: xx:xx

**Schedule**  
  
10:00- 10:15: Arrival of the participants  
  
10:15 - 10:30: Greetings (Presentation of the Jury, Teams, Coaches)

10:30- 11:30: 1. Oral pleading (xxx vs xxx)

11:45 - 12:45: 2. Oral pleading (xxx vs xxx)

13:30 - 14:30: 3. Oral pleading (xxx vs xxx)

14:00 - 15:00: Time for Judges to consider best teams

(15:30 - 16:30: Final – **or you can choose a winner from 1-3 oral pleadings)**

**Reception**

From 15:30: Speeches, awards ceremony, picture time etc. (without final round)

From 16:30: Speeches, awards ceremony, picture time etc. (with final round)

***Refreshments could be served afterwards, or you can serve it during the whole day in the waiting room.***