

EHRMCC REGIONAL ROUND HOSTING HANDBOOK

ACADEMIC ACTIVITIES
2019/2020



elsa

The European Law Students' Association

FOREWORD

Dear Regional Round Organisers,

You have set yourself a difficult task. The upcoming months will be intense, filled with many emails and challenges. However, at times of difficulties try to imagine a beautiful ceremony venue filled with more than a hundred people passionate about human rights. Your hard work and dedication will help create an unforgettable experience for each of them.

The present Handbook aims to guide you through the organisational process of a Regional Round of the EHRMCC. Furthermore, it includes tips, examples and some drafts, including agenda, timeline and budget. We used the experience from previous organisers to provide an overview of everything which should be taken into account while organising a Regional Round. We hope you find this Handbook useful and get some inspiration from it.

Good luck!

Best wishes,

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&

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1. GENERAL ORGANISATION OF THE REGIONAL ROUNDS

1.1 Timeline

The Regional Round Organisers (RROs) shall create a detailed timeline of the organisational process of the Regional Round (RR) and commit to its execution. However, the timeline shall not provide a later date for the following:

- 3 months before the RR - confirmation of the Venue;
- 2 months before the RR - confirmation of the meals and the Ceremony Venues;
- 1 month before the RR - confirmation of the coffee breaks, welcome packages, printing and prizes.

The Judges shall be confirmed by 1 January. It is vital to start contacting potential Judges as soon as possible and receive confirmations before the holidays.

The suggested timeline by ELSA International can be adjusted in accordance to special circumstances or needs of a particular RR. However, we strongly advise to follow it.

1.2 Human Resources

Human Resources are vital for a smooth and successful organisation of the RR. The RROs shall recruit a team to join the Organising Committee (OC) to work on the RR throughout the organisational process. During the RR more human resources are needed, thus, it is important to find helpers. Helpers are volunteers who assist the OC members with their respective tasks during the RR. It is highly advisable to recruit as many people as possible. Please refer to paragraph 5 of the Handbook for more information about the OC and the division of their responsibilities.

1.3 Venue and Logistics

The logistics of the Regional Round include:

- Day 1: Arrival, academic programme and opening ceremony;
- Day 2: Pleading rounds 1-3, lunch, dinner and social programme;
- Day 3: Pleading rounds 4-6, lunch, awards ceremony and social programme.

All venues should be mobility friendly and should preferably be not far from one another. Also, the RROs shall ensure that the venues are big enough to fit over a hundred people. It is highly recommended to include all the venue addresses in a leaflet for participants. For more information about the venues for oral pleadings, please refer to paragraph 4.3 of the Handbook.

1.4 Meals

The RROs shall provide lunch on day 2 and 3, dinner on all days, and coffee breaks on day 2 and 3. The lunch venues shall not be far from the pleading venues. Also, the lunch should include something

quick and filling. Coffee breaks should preferably be in the participants and judges' rooms. There is no requirement to have a three course sit-down dinner. Alternatively, a stand-up dinner can be arranged which is also convenient for networking. However, the Awards Ceremony venue should be fancier. Take into consideration that the venue should be big as you will be hosting more than a hundred people. The RROs shall ensure that all dietary options are available for each meal beforehand since the list of teams, hence specific dietary requirements, will be known a bit later in the organisational process.

The dinners can be a bit pricey, thus, approach the places that you have previously used for other events and have a good relationship with to get a discount. If it is a new place, promise that you will do more events with them later on. What can be helpful while negotiating with the venue is to highlight the prestige and importance of the event and the international guests.

1.5 Academic Programme

An academic programme is not a requirement, although is highly suggested. The programme should be taking place on the first day of the Regional Round. It is vital to remember that the topic of the academic programme shall not be related to the case and the speakers shall not be acting as Judges during the RR. The reason behind such rules is to avoid giving any unfair advantage to some participants.

For instance, the academic programme can be about tips and tricks on advocacy or human rights in general. Alternatively, the RROs can contact the graduate recruitment and marketing department of the university to give a presentation on programmes offered at that institution. In return for the promotion, you can ask for sponsorship or some marketing materials (pens, notebooks). In addition, you can contact the dean to give a speech. If it is not possible, they might refer you to a professor who can give a speech/lecture.

1.6 Social Programme

The social programme should be taking place each day after the ceremony (speeches) and dinner. There is no need to organise something extraordinary. For example, you can offer participants to visit a bar or a club. A few OC members should attend the social programme with the participants.

On days 1 and 2 it should preferably be somewhere where people can talk, thus, please avoid clubs. The venue should allow the participants to leave at any time and should be easy to get to and from. In addition, the venue shall be mobility friendly.

1.7 Marketing

The RROs will receive the marketing materials from ELSA International. The RRs are not separate events of National/Local Groups. Thus, please do not create any pages on social media (Facebook, Instagram, etc) dedicated to a specific RR.

Please keep in mind that printing is the responsibility of the RROs. Before printing any materials, which include names, please double check all is correct and no Team structure changes have occurred. Should any questions regarding marketing arise, please contact ELSA International.

1.8 Prizes

The RROs are expected to provide prizes for the following categories:

- Best Team
- Best Written Submissions (Applicant and Respondent)
- Best Orator
- Most ELSA spirited Team (the Team which has shown outstanding sportsmanship, willingness to network and interest in ELSA)

The prizes should include a diploma and a small recognition gift. The cost should be within 10-20 euros. For example, a box of chocolate or a bottle of your national/local drink. The RROs are welcome to decide among themselves on specific prizes for each category which would be the same for all Regional Rounds.

2. FINANCES

2.1 Participation Fees

The fee charged for participants and coaches will be set in collaboration between all Regional Round Organisers and ELSA International. For the 8th Edition of the EHRMCC, the fee for participants was € 80, while the fee for coaches was € 100. Please note that accommodation shall not be provided.

It is an obligation of the RROs to send invoices to the Teams and collect the payments. We highly advise you to collect the participation fees at least 2 months before the RR. Should you encounter issues with Teams paying the fees in time, please contact ELSA International.

2.2 Grants

The RROs can apply for an EDF grant up to 1000 euros. If the RR is being organised by a Local Group, the RROs shall contact their respective National Board for further assistance with the EDF application. The RROs are also encouraged to apply for other grants available.

2.3 Sponsors

The RROs are encouraged to find sponsors. However, before contacting any potential sponsor, the RROs shall ask permission from ELSA International. Please contact the President of ELSA International at president@elsa.org regarding any sponsorship related questions.

Display flexibility while approaching potential sponsors. Instead of a monetary contribution, a potential sponsor can offer some services for free (e.g. soft drinks, printing services). The RROs can also contact their respective universities as they might inform them about sponsorship opportunities or help find such.

2.4 Budget of a Local or National Group

The Local/National Group hosting the RR is responsible for finances and any financial losses incurred.

2.5 Expenses

Expenses will include food and beverages, venues, welcome bags, printing, prizes, and transportation. Food and transportation will most likely take up most of the budget.

Some judges might request accommodation and transportation reimbursement. It is not the responsibility of the RROs to cover such expenses. However, if it is absolutely necessary for the Judges' presence at the Regional Round, you can inform them that you have limited resources and that you are available to help them to arrange their stay and travel. Thus, you can suggest/book a hotel room and book tickets for them and be in control of how much money is being spent. What can also save some money is to ask the university to do the printing. Also, make sure you have a contingency fund (150-200 euros) in case any emergency happens. In addition, the Regional Round Organiser has to cover the participation fee of up to two representatives from ELSA International.

3. PARTICIPANTS, JUDGES & COACHES

3.1 Participants

Each Team may consist of two to four law students. Once the application period is over, ELSA International will allocate the Teams to the Regional Rounds and send the RROs the list of Teams. Should any Teams inquire about Team structure change, such requests shall be forwarded to ELSA International. As soon as any allocation or Team structure changes are confirmed, the RROs will be informed about such changes.

It is an obligation of the RROs to send invoices to the Teams and collect the payments. The RROs are in charge of informing the Teams regarding their respective RRs. However, should the RROs be in doubt in terms of any concerns or questions from participants, the RROs shall contact ELSA International.

3.2 Coaches

Each Team is allowed to have up to two coaches. The coaches can be present during the oral pleadings only of the team they are coaching. Please check if the names of the coaches correspond to those on

the list sent by ELSA International. Only registered coaches can be present. During the pleadings, they cannot communicate with the team, however, they are allowed to take notes. The coaches have to be seated in a way that they do not face the team they coach.

3.3 Judges

The Judges are a vital part of the RRs. The RROs create the list of potential Judges. Once ELSA International approves the list, the RROs shall start contacting the Judges. Should the RROs struggle to find the necessary number of Judges, they shall contact ELSA International.

The oral pleadings will be scored by the Bench consisting of three Judges. The Bench will consist of human rights law experts selected by ELSA International in consultation with the Academic Board. The Bench will be hearing the pleadings of the teams and scoring them in accordance with the Scoring Guidelines and the Bench Memorandum.

The RROs shall prepare a pleading schedule taking into account the following:

- Availability of the Judges;
- Judges do not sit in benches with the same judges that they previously judged with;
- Teams do not get judged by the same Judge twice.

Once the Judge has confirmed their participation in the RR, the RROs shall send them the following materials:

- Their pleading schedule;
- The case;
- The rules;
- The bench memorandum;
- Guidelines for scoring;
- Guidelines for oral pleadings.

It is suggested to contact potential Judges who are living around the town to avoid paying for their transportation and accommodation. The RROs are encouraged to prepare small presents for Judges, for example, a chocolate and a 'thank you' note.

4. ORAL PLEADINGS

4.1 Timekeeping

The timekeepers are an absolutely vital part of the OC. Their main tasks are to arrange the pleading rooms, check who is present in the room, inform the Teams regarding their time usage during the oral pleadings, fill in the timekeeper sheets, and ensure that no rules violations take place. The timekeepers shall be able to speak English.

For each pleading the RROs shall allocate **two** timekeepers. It is highly suggested to have the timekeepers assigned to the same room throughout the RR. This way if any delay occurs in one room, it does not affect others. Moreover, the timekeepers can cooperate better with their timekeeping partner. Before the Regional Round, a training for timekeepers shall be held. The training will be conducted by ELSA International.

4.2 Spectators

Spectators are attendees of the oral pleadings who are non-related to the organisation of the RR. The RROs shall ensure the attendance of spectators does not create any risks and must always consult with ELSA International before allowing spectators. Given prior consultation with ELSA International, spectators are allowed to attend the oral pleadings under the following rules:

- People with a connection to a team, including coaches, may attend the pleadings of that own team, but not other pleadings;
- Spectators are not allowed to bring any devices to the pleading room and spectators may not take notes;
- Spectators must wear badges and there must be entry control at every pleading room;
- Spectators shall be seated behind Teams.

4.3 Venue

The following venues shall be booked:

4.3.1 Pleading rooms

The RROs shall arrange at least 4 pleading rooms. The Timekeepers are in charge of preparing the rooms for pleadings. They shall ensure they have 2 Timekeeper Sheets, 2 Team Appearance Sheets, 6 Score Sheets and the number sheets for timekeeping per each pleading. Moreover, they shall prepare the documents for the Bench, including the rules, the case, the bench memorandum and scoring guidelines.

4.3.2 The Judges room

It is vital to ensure that participants and Judges are not in the same location. The OC shall make sure the Judges are given all the necessary materials. There shall be one OC member in the Judges room at all times.

4.3.3 The Participants' Room

It is not a requirement but is highly recommended to avoid having participants wandering around. The room can also be used for coffee breaks. It is recommended to have one OC member in the room as well.

4.3.4 The OC Room

The OC room is also not a requirement but is highly recommended for the convenience of the OC.

4.3.5 Practice Rooms

It is not a requirement but is recommended to allow some Teams to practice before their pleadings. Teams should be able to book the rooms beforehand.

It should be noted that the rooms shall be set up beforehand and not on the day of the pleadings.

5. FORMING THE OC

5.1 The Head of Organising Committee (HoOC) & Tasks

The HoOC is the main contact person of the RR and is in charge of the event.

Tasks of the HoOC:

- Establishing the OC;
- Dividing the asks between the OC members;
- Recruiting helpers;
- Creating a timeline;
- Ensuring all tasks are being done in due time;
- Keeping ELSA International updated in regards to the RR progress;
- Usually the main contact person for Teams regarding a particular RR.

5.2 OC and Division of responsibilities

We do not impose a mandatory list of positions to be filled by the OC, instead we inform about the tasks which shall be completed. Thus, the HoOC can divide the tasks among the OC members.

There shall be a minimum of the following OC members:

- OC member in charge of Participants who handles the Team registration, keeps participants updated and answers their questions.
- OC member in charge of Logistics who handles meals, social programmes, etc.
- OC member in charge of Judges who is working on finding and allocating the Judges, providing them with the necessary information and documents, and, if necessary, arranging their transportation and stay
- OC member in charge of Timekeeping who is the contact person for all timekeepers. The OC member is also in charge of timekeeper sheets.
- Timekeepers – previously trained volunteers who arrange the pleading rooms, inform the Teams regarding their time usage during the oral pleadings, fill in the timekeeper sheets and ensure that no rules violations take place.

Other suggested tasks for OC members:

- OC member in charge of Marketing who is working on promoting the RR and taking videos/photos during the competition.
- ‘Flying’ OC member - the OC member who is not assigned to a specific duty but is available at all times to take over any task when needed.
- Helpers - volunteers who assist the OC members with their respective tasks during the RR.
- OC members in charge of booking meals
- OC members in charge of organising the social programme

6. DEALING WITH EXCEPTIONAL CIRCUMSTANCES

6.1 Teams not showing up

The RROs shall be aware that sometimes Teams might drop out of the competition. It is vital to receive such information as soon as possible. Therefore, the RROs should always keep in contact with the Teams. To ensure Teams intend to participate in the RR, the RROs can send an email asking at what time they can expect the Teams to show up for registration. The RROs shall also collect participation fee payments before the RR. If a particular Team is not responding, please contact ELSA International. Moreover, if a particular Team sent an email informing that they will not be attending the RR, please inform ELSA International right away.

6.2 Judges dropping out

Due to many circumstances Judges might also cancel their participation last minute. Thus, while creating the allocation of Judges it is necessary to have back-up judges as well. Also, be sure to keep in contact with Judges and send an email confirming if they are coming one week before the RR. The RROs can contact PhD students or experienced LL.M students who can also step in if needed.

6.3 Delays

When creating an agenda for the RR, be mindful of the possible delays that might occur. It is advisable to have a break between the oral pleadings to ensure that the timekeepers have enough time to prepare the room for the next pleading. Should the delay take place, firstly, the individuals concerned shall be informed of such a delay. To ensure the delay is as little as possible, more human resources shall be directed to solve the issue creating such a delay.

To avoid any delays on participation fee payments, it is helpful to give the Teams a lot of time in advance to make the payment. We encourage you to collect participation fees at least 2 months before the RR.

6.4 Cheating and unexpected behaviour

The timekeepers shall ensure that no rules violations are taking place during the oral pleadings. Should such events occur, the timekeepers shall immediately inform the HoOC and the Vice President in charge of Academic Activities of the International Board of ELSA about such violations. In case the cheating is caused by the spectators, the timekeepers shall ask such spectators to leave the room. The Judges who are scoring the particular Team who was cheating shall be informed about the incident. The RROs shall not make any decisions on their own and inform ELSA International about any violations.

7. COOPERATION BETWEEN ELSA INTERNATIONAL AND REGIONAL ROUND ORGANISERS

7.1 Regional Round Organiser Application

In order to apply, Groups must fill in the application form provided by ELSA International, including:

- Draft agenda;
- Draft budget;
- Motivation letter;
- Draft organisational timeline.

When reviewing the application, ELSA International will take the following into consideration:

- The financial situation of the Group;
- The accessibility of the proposed locations;
- The support from the respective National Group (if the applicant is a Local Group);
- The number of (international) events that could potentially affect the quality of the Regional Round, hosted by that Group;
- The experience of the Group with regards to organising international or large national events, as well as moot court competitions specifically.

7.2 Hosting Agreement

The RRO shall sign the Hosting Agreement provided by ELSA International. The Local/National Group is not deemed as an official RRO before signing the Hosting Agreement. The Agreement sets the quality standards for the RRs, financial responsibility of the Local/National Group organising the RR, and outlines the cooperation between ELSA International and the RROs.

7.3 Coaching system

ELSA International provides a coaching system for the RROs. The appointed person is the main contact person for the RROs. The aim is to provide assistance and guidance throughout the

organisational period of the RRs. Should an RRO have any questions or/and concerns, they shall refer to the appointed coach from ELSA International.

7.4 Regional Round Bundle

ELSA International provides a Regional Round Bundle which consists of materials which are needed for the organisation of the RR.

The bundle includes the following files:

- Roadmap for Participants
- Team appearances sheet
- Timekeeper guidelines
- Timekeeper sheet
- Score sheets
- Scoring guidelines
- Number sheets for timekeepers
- Case
- Rules of the EHRMCC
- The Bench Memorandum

The Roadmap for Participants is a guide for participants with practical information about the RR. It is suggested to include the following information: addresses for all venues, a map, dress codes, information about the university and city, public transportation, money (currency, exchange rates). Optionally, the RROs can add more details, e.g. fun facts about the city, recommended places to visit, etc.

The Bench Memorandum is a highly confidential document. The document which contains an analysis of the case. Therefore, the RROs shall:

- inform the Judges to keep the contents of a Bench Memorandum strictly confidential;
- ensure that a Bench Memorandum is not placed anywhere within access to Teams and coaches.

All of the materials except for the roadmap for participants and the timekeeper guidelines shall be printed. It is also advisable to print the Rules of the EHRMCC for timekeepers as well.

ELSA International can also provide the RROs with all the needed branded materials. In order to receive the materials in a timely manner, the RROs are requested to send the lists of Teams, Judges and OC as soon as possible. It is important to note that the RROs are in charge of printing all the materials.

7.5 Printing example

The following is an example of the exact number of materials you need to print in case 14 Teams are participating in a Regional Round.:

- Team appearances sheet - 28 (two per Team)
- Timekeeper sheet - 28 (two per Team)
- Score sheets - 168 (six per oral pleading)
- Scoring guidelines - 14 (at least one per Bench)
- Number sheets for timekeepers - 3 (depends on how many rounds are taking place at the same time)
- Case - 42 (one per Judge)
- Rules of the EHRMCC - 14 (at least one per Bench)
- The Bench Memo - 42 (one per Judge)

8. FAQ

8.1 Do the RROs have to arrange accommodation for participants?

No.

8.2 Who is responsible for finding Judges?

RROs are responsible for creating a list of potential Judges. Once the list is approved by ELSA International, the RROs shall start contacting potential Judges. Should the RROs struggle to find the necessary number of Judges, they shall contact ELSA International.

8.3 Who is responsible for finances?

The Local/National Group organising the Regional Round.

8.4 How many Teams are expected to participate in one Regional Round?

The number of Teams participating in a RR might differ each year. On average, 14 Teams are expected to participate in a RR. However, the number can be between 10 and 20 Teams.

An uneven number of Teams is participating in the RR. How should the pleadings be arranged? In this case two Teams will be asked to plead two times on one day. It will be a random allocation.

8.5 How many Judges do the RROs have to confirm for a Regional Round?

We suggest having as many Judges as the number of Teams participating in the RR. For example, 14 Judges shall be confirmed in case 14 Teams are expected at the RR.

8.6 Will the audience be allowed during the Regional Round?

- 14 -

Yes, however, strict rules apply to spectators. Please refer to paragraph 4.2 of the Handbook for more details.

9. CONTACT

Should you have any questions regarding the Regional Rounds of the EHRMCC, please do not hesitate to contact the Vice President in charge of Academic Activities of the International Board of ELSA at academicactivities@elsa.org.

ANNEXES

1. Draft agenda

| | DAY 1 | DAY 2 | DAY 3 | DAY 4 |
|-------|---------------------------|------------------|---------------------------|---|
| 8:30 | Arrivals | Registration | Registration | Departures and Evaluation meeting between the IB and OC |
| 9:00 | | Pleadings | Pleadings | |
| 9:30 | | | | |
| 10:00 | | | | |
| 10:30 | | Break | Break | |
| 11:00 | | | | |
| 11:30 | | Pleadings | Pleadings | |
| 12:00 | | | | |
| 12:30 | | | | |
| 13:00 | Training and OC Meeting | Lunch | Lunch | |
| 13:30 | | | | |
| 14:00 | Registration | Pleadings | Pleadings | |
| 14:30 | | | | |
| 15:00 | Academic Programme | Pleadings | Pleadings | |
| 15:30 | | | | |
| 16:00 | | | | |
| 16:30 | | | | |
| 17:00 | Break | Break | Break | |
| 17:30 | | | | |
| 18:00 | | | | |
| 18:30 | Opening Ceremony & Dinner | Dinner | Closing Ceremony & Dinner | |
| 19:00 | | | | |
| 19:30 | | | | |
| 20:00 | | | | |
| 20:30 | | | | |
| 21:00 | Social Programme | Social Programme | Social Programme | |
| 21:30 | | | | |

2. Draft timeline

| | International timeline | Regional Round timeline |
|----------------|---|-------------------------|
| March 2020 | Open call | |
| April 2020 | Appointments of RRO | |
| July 2020 | Transition of the IB | |
| August 2020 | | |
| September 2020 | Launch of the 9th EHRMCC | |
| October 2020 | | |
| November 2020 | Application deadline for the 9th EHRMCC | |
| December 2020 | Written Submission deadline | |
| January 2021 | | |
| February 2021 | Potential RR date | |
| March 2021 | Potential RR date | |
| April 2021 | | |
| May 2021 | Final Oral Round | |

3. Draft budget

| Expenses | | | | |
|-------------------------|-------|--------------|-----------|--------|
| Account | Times | Participants | Price per | Total |
| Accommodation | | | | 0,00 € |
| Organisers | | | | 0,00 € |
| Judges | | | | 0,00 € |
| Transportation | | | | 0,00 € |
| Organisers | | | | 0,00 € |
| Judges | | | | 0,00 € |
| Food and beverage | | | | 0,00 € |
| Lunch | | | | 0,00 € |
| Coffee Breaks | | | | 0,00 € |
| Dinner | | | | 0,00 € |
| Venues | | | | 0,00 € |
| Pleading venues | | | | 0,00 € |
| Ceremonies venues | | | | 0,00 € |
| Other costs | | | | 0,00 € |
| Prizes | | | | |
| Welcome pack and badges | | | | |
| Printing | | | | |
| Social programme | | | | |
| Total | | | | |

| Income | | | |
|-------------------|--------|-----------|--------|
| Account | Number | Price per | Total |
| Participation fee | | | 0,00 € |
| Participants | | | 0,00 € |
| Coaches | | | 0,00 € |
| Sponsors | | | 0,00 € |
| Sponsor 1 | | | |
| Sponsor 2 | | | |
| ... | | | |
| Grants | | | 0,00 € |
| Grant 1 | | | |
| Grant 2 | | | |
| ... | | | |
| EDF | | | 0,00 € |
| EDF | | | |
| Total | | | |

| Expenses | Income | Projected profit |
|----------|--------|------------------|
| 0,00 € | 0,00 € | 0,00 € |

4. Pleading room set up

