

MCC

HANDBOOK

2016

elsa

The European Law Students' Association

Table of Contents

| | |
|--|----|
| Foreword | 3 |
| Introduction | 4 |
| How to start? | 4 |
| Structure of the MCC – is there a better way to do it? | 5 |
| The size of the competition | 6 |
| Rules (regulations) | 6 |
| Participants | 7 |
| Judges | 8 |
| Written submissions | 9 |
| Forming the OC | 10 |
| The Head of Organizing Committee (HOC) | 10 |
| Tasks of the HoC | 10 |
| The Organizing Committee | 11 |
| Division of responsibilities | 12 |
| Case | 12 |
| Marketing | 13 |
| Fundraising | 14 |
| Fundraising materials | 15 |
| General tips related to fundraising | 15 |
| Who to ask for what? | 15 |
| Oral pleadings | 16 |
| Timekeeping | 17 |
| Audience | 17 |
| Venue | 18 |
| The actual event | 19 |
| Logistics | 20 |
| Error handling | 20 |
| Follow up | 21 |
| Additional materials - Templates | 21 |

Foreword

Dear Reader,

Moot Court Competitions (MCC) are at the core of ELSA's activities. They grow within our Network every year. The main aim of a Moot Court Competition is to bring together theory and practice and to strengthen legal discussions among law students. This type of Competition is known worldwide as the best student preparatory exercise that can equip students as future lawyers, this is based on gaining legal knowledge, as well as acquire a set of soft skills.

It is important to remember that a set of basic rules apply to Moot Court Competitions organized on any level, whether it be- local, national, regional or international. This Handbook provides the description of the tasks to be covered in the course of organising a MCC. It may be used by anyone who is about to plan a MCC or already organising a MCC. For this reason, the Handbook is written in a "project manager friendly" style and it is accompanied by a number of annexes which serve as templates for the implementation of a MCC. This Manual will provide you with a basic knowledge and answer your questions:

"How to organize a Moot Court Competition?"

We hope that the information provided in this handbook will not remain a theoretical text, but will translate into practice and help the Officers of ELSA throughout the coming years to establish their first or improve an already existing Moot Court Competition. We are all aiming towards increasing the number of MCC in our Network in order to help students at University to gain these very much needed skills, and for ELSA to be part of young lawyer's legal education.

The authors of this Handbook owe their special thanks to **Corinna Mückenheim**, who is the author of the Organizer's Manual written in the year 2012/2013 that was used as a base in the creation of this Manual.

The Moot Court Competitions Handbook and all the supplementary documents and templates were created by the Working Group of ELSA International 2015/2016:

Ada Gawrysiak, Vice President for Moot Court Competitions;

Luiza Zus, Coordinator of the Working Group;

Katja Schager, Member of the Working Group;

Michaela Majorová, Member of the Working Group;

Gertrud Bohler, Member of the Working Group.

This Manual has been crafted for the convenience of MCCers all over Europe and for the benefit of future efforts to improve legal education by means of bridging the theory with the practice of law. This Manual is dedicated to all those, who will master up the nerve and sinew to organize and administer a Moot Court Competition in their local or national group.

All the best of luck! Remember, the first step is always the hardest one!

Ada Gawrysiak

Vice President for Moot Court Competitions, ELSA International 2015/ 2016

Introduction

Moot Court Competitions and ELSA

A Moot Court is a simulated hearing of a court proceedings in a particular area of law. It aims at bridging the gap between theory and practice by giving law students the chance to act as representatives for fictitious parties in a case in court, to negotiate a case and thus attempt the work of an attorney. Moot Court Competitions (MCC) are a great chance to improve student's legal knowledge, as well as to prepare and train them for proper and successful acting in court, the use of rhetoric, gestures, speaking without notes, increase self-confidence and intellectual flexibility. Although these skills are rarely learnt at University they are however expected from students, especially from future employers.

ELSA's Academic Activities' key area is aimed at linking theory and practice together. Therefore it does not come as a surprise that one of the biggest flagship projects in ELSA's network is the ELSA Moot Court Competition on WTO- law in co-operation with the World Trade Organization. Teams from all over the world submit their written submissions and subsequently compete against each other in five Regional Rounds, this takes the form of a simulated hearing of the WTO dispute settlement system. The best teams get the chance to plead in front of experts of the WTO at the headquarters in Geneva.

In addition to this, another flagship project of ELSA is the European Human Rights Moot Court Competition (EHRMCC), organized in co-operation with the Council of Europe in the European Court of Human Rights (ECHR). The European wide competition is a simulation of a hearing concerning the violation of the European Convention on Human Rights and allows the best teams to plead in front of judges at the ECHR.

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 organized by local ELSA group may add to the experience of staff and students.

In the case where one finds the opposite situation, where MCCs are not seen as an integral part of the law degree education, you should be the one convincing students and the law faculty of the usefulness of the MCC. Be sure to guarantee yourself the support of at least one academic, preferably a Professor of law or Lawyer, before you start working on the MCC. This will allow you to base your claim for the time of your colleagues (both potential organizers and participants) on more serious and solid grounds than just stating that "MCC would be a fun way to practice law" (which it is, but not everyone knows about it).

The course of the MCC, shall depend on the proceedings you want to simulate, and in front of which international or national body this shall take place.

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

First and foremost, before the MCC preparations can start and even before a responsible person is appointed, finding former MCC organizers or participant to tell more about MCCs is a very useful step. Also, a law faculty should have at least one teacher who could be willing and able to help. If not, use the description below or contact the VP MCC of ELSA International for advice. Also, it is important to make sure that you have a clear and presentable concept to show to potential supporters and to introduce them to the concept of the competition.

There are various forms of MCC. The experience of ELSA groups has showed that students of certain universities enjoy more complicated structures with witnesses at stand and jury present, as well as actual defendants and claimants giving testimony. In this case, the winner of the competition is usually the winning side of the argument. In other countries students seem to prefer the model where two teams of students argue the case against a panel of judges. Since it is almost impossible to create a case balanced on both sides, the winner is not necessarily the team which wins the argument, but which has the best pleader, in the sense that; both the argumentation and the manner in which these arguments are presented.

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

if you wish you may choose 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 arbitrage (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 number of participants allowed and the objectives of the project, you may choose to conduct selection rounds to determine which students will participate in the oral rounds. One way to do is, is to ask the students to submit their pleadings in writing, then the selection of students for the participation in the oral rounds begins. The written round may serve not only as a selection round but also 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.

The 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 preliminary rounds, are also aimed at selecting the best eight teams to participate in the quarterfinals, and later on the best four teams to participate in the semi-finals.

The size of the competition

It is always more fun to organize MCC where students are involved for a period longer than a week. The actual oral pleadings should not be more than a couple of days long, otherwise you may face the problems of lack of judge participation and students' unwillingness to devote more of 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, lasting around one week, including preparations, and the culmination of 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 can be more attractive, both to the potential sponsors and participants. It is up to you to choose whether preliminaries, semi-finals and finals are to take place within several days in a row, but where parties are arguing the same case in all rounds, this would be the best solution. With at least one month of prior preparation, and unless the memorials are to be submitted for selection, in which case one more month would be necessary to write them, your MCC could become the biggest event of the year!

Rules (regulations)

Drafting the rules (regulations) of the MCC may prove to be quite an endeavor requiring knowledge and skill of the OC members. 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. Think about searching online for already existing rules of international ELSA MCCs as well as others outside of ELSA MCCs. Moreover, you can access the template provided for you with this Manual as Annex I, which can serve as example of adaptable rules.

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

1. Structure of the competition (rounds)
2. Team composition, 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

Make sure that all of the participants as well as the judges are aware of the rules of the competition and have some printed copies in hand, always at the ready.

Participants

As regards team hunting refer to the section on Marketing.

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

1. Conducting preparatory meetings with potential participants

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

2. Registering the teams

Prepare a registration (application) forms. If possible, put it in the website and use both the 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".

3. Helping to find a team coach

The section on Fundraising provides a 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 explanations on writing memorials, tips for teams on oral pleadings are not obligatory, but a few things a caring OC member should do (Annex VI – Teams Guideline Template). Be available at an E- Mail address for possible questions and problems the potential participants might have.

6. Preparing a schedule for each team

Individual schedule per team may be too child-like treatment, but the least you owe to the teams 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.).

Judges

To maintain a high quality of adjudication, it is recommended that you 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 the participation and the image of the competition. Furthermore, actual judging will prove to be more objective giving your competition more of a name among students and faculties. Ensure that each bench is mixed and that Judges also get along with each other.

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

Be sure that judges are well taken care of; that they were provided in advance with all Judging materials, Case, Marking Guidelines, etc. (Annex V –Guidelines for Judges template).

The Judges; efforts should be recognized throughout the whole event, including speeches at the receptions, opening of the competition etc. Gifts for judges are one way of materially expressing your due appreciation. Also, certificates and plaques are usually welcomed.



Publish the list of Judges and Advisors on your website, include 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.

Judges who will be sitting for the oral pleadings, can score the Written Submissions of the teams and select the best participants that will qualify to the oral pleadings stage. Moot Court Competitions are famous for having Judges questioning the teams. Make sure that your Judges are active and they challenge the teams by asking them a several questions during their pleadings, it is a way of learning!

Written submissions

Written submissions serve the purpose of acquainting the panel with the facts of the case and the legal issues raised by two different parties. Therefore, it should present all relevant aspects and arguments of the case briefly and will reduce the time needed for clarification in the oral pleading.

Set some rules for the written submissions and make sure that all participants are well informed about it.

Both submissions could be structured as the following:

- (1) A cover page with the given team number
- (2) A one-page summary of the results (bullet points)
- (3) A table of contents
- (4) A list of references
- (5) A list of abbreviations
- (6) Footnotes with respective references

In addition, set instructions for the layout of the submissions to have a unitary form and make it easier to read for the judges. Thus, you can use the following criteria:

- A4 size
- Font: Times New Roman
- Font Size: 12
- Standard letter spacing
- Margins of 2.54 cm
- 1.5 interlinear space
- Twenty (20) pages
- Both submissions shall consist of no more than (40) pages
- Each submission must be sent in a single and separate word document (single file)
- The footnotes shall be in Times New Roman and font 10

Work out 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 sent 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.

- Collect memorials and distribute 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 whether judges prefer hardcopies or E- copies
- 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 chase 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. (Timetable)
- After judges submit the scores the OC is going to be the one doing all of the calculations
- Prepare templates for ranking
- Publish the list of teams, which made it to the oral rounds at least one and a half week in advance before the oral pleadings

Forming the OC

The Head of Organizing Committee (HOC)

At first you need a person acting as Head to organize the competition. In the most cases the VPAA/ VPMCC or a Director for Moot Court Competition will fulfil this task but if not, someone needs to be appointed. Because of several reasons it should only be ONE person, the most important reason being that, there needs to be someone who has an overview over everything.

Tasks of the HoC

- Building up the OC (maybe in cooperation with the board)
- Dividing the tasks among the members
- Creating timetable with all the important deadlines
- Teambuilding and motivation (regular team meetings: update; coordination; make sure every OC member is informed about progress of the project organization)
- feels about the project as his/her own “baby”
- Surveillance and control
- Follow up
- Evaluation and transition

The Organizing Committee

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 your 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!

Trick: Create your timetable in reverse order. Calculate starting from the actual event how much time the teams will need to prepare for the oral pleadings, the judges -to score the written submissions, the case author - to write a case, and then set up a registration date.

Example:

| WHEN | WHAT | WHO | WHERE |
|-------|---|-------------------------|--------------------------------|
| 8:00 | Daily OC briefing: remind them of the schedule and... | Kriss and Mark | Hotel |
| 8:30 | Breakfast | | Hotel |
| | Call up the participants to remind them when we are leaving | John | Hotel |
| 9:30 | The participants leave for the pleadings. | John | |
| 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 the timekeepers are in their places. Make sure the pleaders are in their assigned rooms. | Kriss John | Rooms # 1, # 2, # 3 |
| 11:30 | Replan and check for afternoon plans. | Kriss | |
| 12:00 | End of Session I – clean up the rooms and submit the scores, do the math (ranking). | James, Bob, Eva Mark | |
| 12:30 | The participants leave for lunch. | John | Uni/lobby |
| 13:00 | Lunch at the restaurant | | Edelweiss |
| 13:30 | | | |
| | Etc. | | |

You can use a more detailed timetable that is created as template (Annex II). Do not be afraid to be spontaneous, flexible and improvise if necessary. 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 with the people you deal with. Hopefully, by this time in the development of 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. Each OC member has to be clear on his/her responsibilities throughout the MCC. However, there should be regular updates to the HOC as well as to the other members of the OC so that everyone can see how the various parts work together and picture the outcome. The importance of the updates also lies in the fact that several OC members will have to interact in order to fulfill a task.

Once the OC is set, the HOC and all the OC members should sit down, brainstorm and create a first picture of the moot court happening:

- Plan the Team application / Single application:
- Topic of the case (Public interest, target group of participants, other moot courts taking/having taken place at the university, find professional advice, etc.):
- Check if the timetable works for all:

Division of responsibilities

Someone should be assigned to cover the following areas: (not necessary each area = one person)

- Support (case, fundraising);
- Judges (finding, coordination);
- Regulations (drafting, interpretation) and scoring (scoring guidelines, score sheets);
- Marketing (find participants, promote the event itself);
- Fundraising (other methods of fundraising);
- Participants (registration, updating);
- Logistics (venue, timekeeping, photocopying, water etc.).

Case

With the case being the backbone of the entire MCC, it is essential that a competent person drafts it. There are several options to take into consideration depending on the topic, your goals etc. Maybe you want to establish a partnership with a known law firm, which can draft the case and also give you money. Depending on the branch of law or topic chosen for the case, finding a professional might prove very hard or very easy. Approaching your faculty or its relevant department would be the surest way. Also, personal contacts usually work out very well. Moreover, you could ask more than one person to draft the case, therefore creating an Academic Board.

Please bear in mind that a well-balanced case is very important. It will allow you to escape unwanted criticism from the teams and their coaches and will simply make for a high quality event. If you are running out of time, search on the internet for a ready case, or use an actual case from the international institutions that publishes them.

Bear in mind that academics that you will ask for help may need several weeks to write a case, remember to ask them in advance to draft something.

Marketing

Well-planned marketing is one of the key factors of the success of a MCC. First and foremost, you should employ all the experience ELSA and other student NGOs have accumulated over the years in marketing their events, activities and projects.

Tip: You can't put too much effort in marketing. Get familiar with options which apply to your university, country etc., maybe some of these suggestions will work better than others for your ELSA group.

Some ideas:

- Organize a mini MCC on an entertaining case¹;
- Organize an informational event (present the case, timeline, pictures from previous years, invite former participants of some international MCC – remember, your project is different, but the concept and participants' motivation are the same);
- Use the e-mail - lists at your University (where you inform students about registration and deadlines);
- Use posters, brochures and flyers, application forms (should include basic information, information of previous MCCs – quotes, winners, prizes, topics, judges and sponsors, references for further information – website, e-mail and phone number of the OC Member responsible for the participants, networking possibilities);
- Make announcements in classes (5 minutes announcements at the beginning or end of classes, or writing information on boards);
- Contact potential participants personally (find them during classes and at the library);
- Ask professors to convince potential participants, sent out information on the e-mail list etc. (You may ask Professors to offer grades or include the case and related materials into the curriculum);
- Get the faculty to offer credits to the participants²;
- Use magazines (e.g. university newspapers, law faculty newsletters etc.);
- Organize a post moot court reception/evaluation meeting (marketing for the upcoming edition).

¹ELSA Germany started off by organising MCCs based on fairy tale cases. A fairy tale moot court competition is in short a completely fictive case, often based on a fairy tale or a known children's book, where students take part as actors of the various characters/witnesses, lawyers and judges. The law can be completely fictive, so that it can be made up on the spot to give the trial an interesting twist. It might be beneficial to have at least one experienced lawyer/judge as part of the jury.

²Be 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.

One of the ways to take care of your participants is by presenting them a short memo on your MCC. Teams which have never participated in a MCC or those unfamiliar with the procedures and the topic your competition is mooting 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, the 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.

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 the MCC.

The main focus of the second stage of marketing is getting an audience and making your MCC known to the wider community of practicing lawyers, academics, students (potential candidates for the next edition) and the general public. Promote it in the same ways that you reached out for the participants. This passive learning event might attract potential participants, and elevate the interest in a particular topic just long enough for everybody to come and see your MCC.

Fundraising

A detailed budget is essential for successful fundraising as well as the financial management of the project. All necessities have to be taken into account. Some sponsors will be more likely to provide sponsorship in kind, yet others prefer financial contributions. In some cases sponsors 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 (Annex IV).

In other cases, you as ELSA member sell the concept of the competition, which means that you get a sum of money from the sponsor to your own use and you do not have to give a detailed budget plan to the sponsor. However, giving him an overview of the areas you need money for should anyway be included. In these cases, you especially need to explain, with the help of the marketing materials, what the benefits for a potential sponsor are, if he is to give you money for the event. E.g. marketing effect, getting in contact with potential future employees, getting to know the most motivated students etc.

Start with the preparation of a fundraising plan. How much money do you need; who could be the potential sponsors. Make a worst and a best case scenario. How much money do you need minimum that the event will stand; what else could you offer the participants, if you have more money than what is strictly necessary. Also, keep in mind that sometimes sponsors do not want other sponsor involved. E.g. A law firm is the main sponsor and they do not want to be associated with another sponsor, especially not another law firm involved.

Make sure that one person keeps the overview of:

- Who was approached;
- Who could still be approached;
- What in kind of sponsoring do you already have;
- What do they want in return (e.g. if they want to have marketing presence maybe you cannot have Red bull and another energy drink as sponsor, or maybe at least not during the same day).

Fundraising materials

- Variety of informational materials; 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.);
- Budget and explanation of the budget (would also offer special fundraising blocks, where sponsors could choose the offer that suits them: giving a workshop € xx, placing a logo € xx, supporting a team € xx);
- Reports and press releases from previous years;
- Pictures of previous years;
- Optional: Power Point Presentation.

General tips related to fundraising

- Contact Alumni- they can be valuable to identify potential sponsors.
- Try to reach a close cooperation with your university or faculty; this could be beneficial in many cases (venues etc.).
- It is very important that the MCC fundraiser and the ELSA board work together in handling the sponsors. The ELSA board needs to be informed over every sponsorship request you make. They may already have asked a certain law firm or professor for something, and it does not make a good impression if there are more requests from different people in a short period of time. Also, if there are more ELSA groups in one area, make sure that you are not approaching the same potential sponsors, because externals do not make a difference between ELSA X and ELSA Y.
- Both in-kind and cash donations are in one way or the other regulated by local law. It is important that you adjust to the rules and regulation concerning registration and use of, as well as accountability for the contributions by your sponsors.
- Be creative when fundraising. Try to establish activities where both the sponsor and the organizers engage with fun activities and members. This goes with the presumption that an agreement has been made beforehand. (E.g. Beat the Lawyer event- established by ELSA Graz).
- 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.

Who to ask for what?

Potential donors and objectives of possible approaches are presented below:

- Law firms
 - Financial and in-kind donations;
 - Coach teams for a fee;
 - Case;
 - Judgement of written or/and oral rounds;
 - Prize/s for team/s and pleaders (traineeship/s, books etc.);
 - Sponsor the publication of the best memorial;
 - Using their website to market event, publicize results.
- Professors
 - Academic advice;
 - Case;
 - Judgement of written or/and oral rounds;
 - Help with marketing.
- Government or other public institutions
 - Informational, financial and in-kind sponsorship.
- Faculties
 - Recommendations;
 - Financial and in-kind donations.
- Professional associations
 - Venue;
 - Photocopying;
 - Moral support (patronage).
- Other
 - In kind support

Oral pleadings

During the oral pleadings, the teams will present their arguments in front of the Panel/Judges orally. That is when your actual event has its culmination/culminates.

Timekeeping

In order to help teams and Judges to keep track of the time, some volunteers should act as timekeepers during the oral pleadings. The main task of a timekeeper is to measure or record the amount of time taken by the teams (showing remaining time signs 20/15/10/5/3/2/1/TIME etc.).

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. One way to do it would be to arrange a long briefing session where you or a professional (professor who has agreed to help, student who did it before, “know-it-all”) 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 to whom you assigned the timekeeping task, though may lack experience, could come up with neat ideas and make the pleading sessions, scoring, timekeeping and ranking very efficient.

If you will 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 an identical approach to timing, depending on the rules of your competition. Teams have to receive identical treatment during what is going to be their greatest challenge and one of the most nerve-racking experiences for them.

In addition, the Timekeepers could carry administrative tasks before the beginning of the pleadings, such as checking the rooms and making sure that everything is set up in the right order or carrying about the panel and judges, or setting up water and papers. A template with timekeeping instructions can be found as Annex III.

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 are 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 the 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 wander off during the pleadings. It would make teams feel band and you even worse. In addition, judges need their breaks too, so you would be doing a favor to everyone.

You can also connect the moot court to a social event to attract students, such as a party in a club afterwards.

Venue

For a local moot court, especially the mini-moot, a room in a law faculty building is more than enough. Make sure that the room has 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 the 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 a 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 a 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 those 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 recognized as the sponsor, this could be a good start of the 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 a decisive factor in how much audience you can get. So make sure you put enough effort, especially for bigger MCCs, to get a room in order to provide a court experience as close to the reality as possible.

Timekeepers should seat in front of the Judges and teams on both sides of the Judges as presented below:



The actual event

- 2) Publish the list of teams which made it to the oral rounds at least a week in advance.
 - 3) Send out invitations for the 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” note.
 - 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 must be at hand.
- Be flexible (just make sure everyone get to know if changes are happening).
 - Every OC member should carry a copy of such timetable/task allocation AT ALL TIMES.
 - Be professional (even though you might have had difficulties with some OC members in the past).
 - Make an introductory speech, explaining what MCCs are about, thanking judges and sponsors, acknowledging the OC’s efforts and wishing participants “good luck”.
 - 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 session. Judges may join in with their versions of answers or comments.

Logistics

Make a task division for oral rounds.

Someone needs to:

- Fix the room;
- Arrange the tables,
- Display the ELSA banner and sponsors' banners;
- Distribute marketing materials;
- Distribute summary on the case for audience;
- Take care of water, refreshments, cups, paper towels;
- Have a stopwatch for time keeping;
- Distribute scoring documents to Judges;
- Be the timekeeper (prepared timekeepers notes; should be able to introduce the case and the panel of judges; briefing is conducted several days before the oral rounds; couple of moot court sessions at the same time, identical approach to timing needed);
- 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 pictures;
- Prepare enough certificates for participants;
- Have the prizes for winners at hand;
- Buy gifts for the judges, such as chocolates.

Error handling

- **Case is not ready in time.** First of all, always set the deadlines before the real deadline is taking place, which gives you a buffer. If this is not enough, restructure the time schedule and let everyone know immediately.
- **Cases need to be sent out, but your internet connection is not working.** Never do that last minute. It is always good to have a time slot when it comes to your tasks, e.g. “materials will arrive on xx.xx.xxxx”, so that you basically have a day to fulfill the task; therefore, whatever comes around can be solved during this day.
- **One team is not showing up.** Reschedule. Maybe one team needs to argue twice and gets then the better score, or the first score.
- **One Coach dropped out last minute.** Try to find another one and make sure the team does not have a disadvantage in comparison with the other teams; they could get extra academic advice from a professor, for example.
- **One Judge dropped out last minute.** Try to find another one. If not, the event can also take place with only 2 judges for example. Also, a more experienced ELSA person could be one of the judges and help the two professionals.

Always be flexible!

Follow up

- Networking possibility; you could organize a reception (cocktail), e.g. directly after the final, or later on (watch a movie on the MCC; official presentation-report where Power Point would involve pictures of the teams pleading, conference or reception (if there was one); report on the way your budget was carried out (for the sponsors); how your faculty/law school was represented);
- Picture gallery online (send pictures or link to participants, sponsors etc.);
- Picture gallery/ Poster stand in ELSA office or at the next ELSA event;
- Thank OC for their work (e.g. organize a OC party, Pub- crawl or dinning out);
- Certificates of appreciation;
- Report (short description of the organising efforts, competition results, responses from the participants, judges, the audience and maybe use of donations);
- Thank you letters to all the people/companies who supported the event (e.g. sponsors, professors, in kind sponsoring etc.);
- Newspaper/ University paper article;
- Newsletter of your ELSA group;
- Write an article for Synergy;
- Prepare an evaluation form, write down what went good, what went bad, list down all your recommendations. Think as if someone would access that document in several years from now, and it would be his source of knowledge.

All these point could already help future marketing and future relationships.

Additional materials - Templates

The following materials were created as templates. They are ready to be adjusted and used by you for your own MCC:

1. Annex I – Rules
2. Annex II - Timetable
3. Annex III – Timekeeping
4. Annex IV – Budget Guideline
5. Annex V – Guidelines for Judges
6. Annex VI – Guidelines for Participants