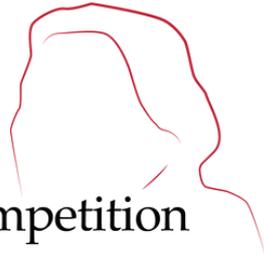


Helga Pedersen  
Moot Court Competition



# Regional Round Host Handbook

HELGA PEDERSEN MOOT COURT  
COMPETITION

13<sup>TH</sup> EDITION - 2024/2025

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

**elsa**

The European Law Students' Association

## FOREWORD

Dear Regional Round Organisers,

You have set yourself a difficult yet rewarding task. The upcoming months will be intense and filled with many emails, meetings, decisions and diverse challenges. However, when faced with troubles, imagine a beautiful ceremony venue filled with an abundance of people passionate about human rights. Your hard work and unrelenting dedication will 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 HPMCC. Furthermore, it includes tips, examples and some drafts, including agenda, timeline and budget. We used the experience of 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.

*The first Regional Round handbook was introduced by Sarah Ikast Kristoffersen, the Vice President in charge of Academic Activities of the International Board of ELSA 2019/2020. Now, it is our honour to introduce the updated Handbook for Regional Round Organisers of the Helga Pedersen Moot Court Competition, which has in large parts been built upon Sarah's.*

Good luck!

Best wishes,

**Maciej Łodziński**

Vice President in charge of Competitions  
International Board of ELSA 2023/2024

**Iris den Hartigh**

Director for the Helga Pedersen Moot Court Competition  
ELSA International 2023/2024

**Aliena Trefny**

Vice President in charge of Competitions  
International Board of ELSA 2024/2025

## TABLE OF CONTENTS

<b>1. GENERAL ORGANISATION OF THE REGIONAL ROUNDS</b>	<b>4</b>
1.1 Timeline	4
1.2 Human Resources	4
1.3 Logistics	4
1.4 Academic Programme	5
1.5 Social Programme	5
1.6 Marketing	5
1.7 Prizes	6
<b>2. FINANCES</b>	<b>7</b>
2.1 Participation Fees	7
2.2 Grants	7
2.3 Sponsors and partners	7
2.4 Budget of a Local or National Group	8
<b>3. PARTICIPANTS, JUDGES &amp; COACHES</b>	<b>9</b>
3.1 Participants	9
3.2 Coaches	9
3.3 Judges	9
<b>4. ORAL PLEADINGS</b>	<b>11</b>
4.1 Timekeeping	11
4.2 Spectators	11
4.3 Venue	11
4.3.1 Pleading rooms	11
4.3.2 The Judges room/deliberation room	12
4.3.3 The Stage	12
4.3.4 The OC Room	12
<b>5. FORMING THE OC</b>	<b>13</b>
5.1 The Head of Organising Committee (HoOC) & Tasks	13
5.2 OC and Division of responsibilities	13
<b>6. DEALING WITH EXCEPTIONAL CIRCUMSTANCES</b>	<b>15</b>
6.1 Teams not showing up	15
6.2 Judges dropping out	15
6.3 Delays	15
6.4 Cheating and unexpected behaviour	15

<b>7. COOPERATION BETWEEN ELSA INTERNATIONAL AND REGIONAL ROUND ORGANISERS</b>	<b>16</b>
7.1 RR Organiser Application	16
7.2 Hosting Agreement	16
7.3 Coaching system	16
7.4 RR Hosting Package	17
7.5 Printing example	18
<b>8. FAQ</b>	<b>19</b>
8.1 Do the RROs have to arrange accommodation for participants?	19
8.2 Who is responsible for finding Judges?	19
8.3 Who is responsible for finances?	19
8.4 How many Teams are expected to participate in one RR?	19
8.5 How many Judges do the RROs have to confirm for a RR?	19
8.6 Will the audience be allowed during the RR?	19
<b>9. CONTACT INFORMATION</b>	<b>20</b>
<b>10. ANNEXES</b>	<b>20</b>
10.1 Draft Agenda	20
10.2. Draft Timeline	20
10.3. Draft Budget	20
10.4. Pleading Room Setup	20

## 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. The suggested timeline by ELSA International may be adjusted in accordance with special circumstances or the needs of a particular RR. However, we strongly advise you to follow it to ensure smooth sailing as much as possible.

### 1.2 Human Resources

Human Resources are vital for the 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. While the core of your OC will be working with you from day one, it is wise to open a call for additional OC members who will help you on the actual days of the RR. During the RR, more human resources are needed due to the volume of people and the amount of work to be done. Thus, it is important to expand your OC to, for instance, print documents, give people water, escort people to the pleading rooms, answer any questions, and so on. It is highly advisable to recruit as many people as possible since you and your OC will be extremely busy and will be running around the entire time. For more information on how to structure your OC and the division of their responsibilities, refer to Section 5.

### 1.3 Logistics

The RR must include:

- \_ Day 1: Academic Programme and Opening Ceremony, Social Programme;
- \_ Day 2: Pleading rounds 1-3, lunch, dinner and Social Programme;
- \_ Day 3: Pleading rounds 4-6, lunch, awards ceremony and Social Programme.

The Academic Programme may consist of a panel discussion, lecture, and seminar, on a topic related to the Competition. The Academic Programme may then lead into the Opening Ceremony or it may be combined. Before the Opening Ceremony, you need to allow for enough time for Teams to register their arrival and to pick up their badges and welcome packages. Therefore, it is best to advise Teams to arrive two hours before the beginning of the schedule.

The Opening Ceremony shall consist of, at the very least, a random draw in which the Teams are allocated to their respective pleading slots. Afterwards, dinner must be provided to the participants. You may either provide dinner at the venue of the Opening Ceremony in the form of a cocktail or catering, or move the participants to a restaurant or other secondary location

In case of the RR being organised online, the online platform will be provided by the International Board of ELSA as well as guidelines for the platform. This will be sent out well in advance. The International Board of ELSA will also provide training on the practicalities of the platform for the OC and Judges.

#### **1.4 Academic Programme**

An Academic Programme is a requirement. The programme should be taking place on the first day of the RR and the topic of the Academic Programme shall not be related to the case nor shall the speakers be acting as Judges during the RR. This is to prevent any potential biases from forming.

For instance, the Academic Programme may discuss tips and tricks on advocacy or human rights in general. Alternatively, the RROs may contact the graduate recruitment and marketing departments of the university to give a presentation on programmes they offer. In return for this promotion, you can ask for sponsorship or marketing materials (pens, notebooks). In addition, you may contact the Dean to give a speech. Otherwise, you may reach out to a professor to give a speech or lecture.

#### **1.5 Social Programme**

The Social Programme should occur each day after the ceremony (speeches) and dinner. If you experience delays on the third day, you may not have time for a Social Programme, which is why it is advisable to have it on the first two days. There is no need to organise extraordinary events. For example, you can offer participants to chat with experts within the human rights field, organise a game night or a tour of the city. A few OC members should attend the Social Programme with the participants to ensure it all progresses smoothly, to provide help wherever necessary and to ensure the welfare of all participants.

#### **1.6 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.

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

### **1.7 Prizes**

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

- \_ Best Team
- \_ Best Oralist
- \_ 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 EUR. For example, a box of chocolates or a bottle of your national/local drink. The RROs are welcome to decide amongst themselves on specific prizes for each category.

## 2. FINANCES

### 2.1 Participation Fees

The participants of the competition will not be charged with participation fee for the Online RRs. The participation fee is set by ELSA International together with the RR hosts. In previous years, the participation fee has been set to 100 EUR per participant and 120 EUR per coach. This may be subject to change at the discretion of ELSA International. Therefore, always refer to ELSA International and primarily, its Vice President in charge of Competitions. Please note that accommodation is not provided.

### 2.2 Grants

The RROs can apply for an ELSA Development Foundation (EDF) grant up to 1000 EUR. 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 available grants (national, regional etc.).

### 2.3 Sponsors and partners

The RROs are encouraged to find sponsors and partners. However, before contacting any potential sponsor and/or partner, the RROs shall ask permission from ELSA International.

You should do this by filling in a Contact Approval Form ([CAF](#)) and only once this has been approved, may you contact the intended contact. For regulations and procedures regarding CAFs, please see the following [document](#). Remember to always fill out the Contact Evaluation Form ([CEF](#)) if your CAF has been approved.

If you remain unsure or need further help, contact the President of your Local or National Group. In case you still need assistance, contact the President of ELSA International at [president@elsa.org](mailto:president@elsa.org).

Be flexible and adaptable while approaching potential sponsors. Instead of asking for a monetary contribution, a potential sponsor may offer services for free (e.g. soft drinks, printing, merch, human resources, and so on). Additionally, you can partner with a company to cater the meals and negotiate for a discounted price by using the total expected headcount (Teams, coaches, ELSA International, OC members, etc.) as a bargaining chip.

RROs may also contact their universities to seek advice on how to approach partners and sponsors, to approach as a united front and to help with the acquisition.

#### **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. If you need any help creating the budget, you can reach out to the Vice President in charge of Competitions and the Treasurer of the International Board of ELSA.

### 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 RRs and send the RROs the list of Teams. Should any Teams inquire about Team composition change, such requests shall be forwarded to ELSA International. As soon as any allocation or Team composition changes are confirmed, the RROs will be informed about such changes.

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 may only be present during the Oral Pleadings of their Team. Please check if the names of the coaches correspond to those on the list sent by ELSA International. Only registered coaches may be present. During the pleadings, they may not communicate with their 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 and shall send this to ELSA International. Once ELSA International approves the list, the RROs shall begin contacting the Judges. Should the RROs struggle to find the necessary number of Judges, they shall contact ELSA International for advice and assistance.

The Oral Pleadings shall be scored by a 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 and take the following into account:

- The availability of the Judges;
- Judges shall not be in the same Bench more than once;
- Teams shall not be scored by the same Judge twice.

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

- \_ Their Pleading Schedule;
- \_ The Case;
- \_ The Rules;
- \_ The Bench Memorandum;
- \_ Guidelines for Scoring;
- \_ Guidelines for Oral Pleadings.

The RROs are encouraged to prepare something small for Judges, for example, a 'thank you' note and/or a certificate.

## 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 must be able to speak English.

For each pleading session, the RROs shall allocate **two** timekeepers. It is highly suggested to have the same two 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 RR, a training for timekeepers shall be held and 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;
- A Team may not attend the Oral Pleadings of other Teams, and;
- Spectators may not take notes.

### 4.3 Venue

If the RR is held in person, ensure your OC members can guide all attendees to the correct places. Additionally, you can create a map included in the welcome bags and signs around the venue. Even when the competition is online, certain rooms will be available on the platform for different uses.

#### 4.3.1 Pleading rooms

There will be pleading rooms available for all pleadings that will be occurring at the same time. The Timekeepers are in charge of preparing the rooms for pleadings. They shall have 2 Timekeeper Sheets, 2 Team Appearance 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. These shall be sent out to the Judges at least 2 weeks before the first day of the RR.

#### ***4.3.2 The Judges room/deliberation room***

After the pleading, the Judges shall deliberate. It is important to ensure that no Team members have access to the Judges room, neither in person nor on the online platform. 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 Stage***

The stage will be used for the Opening and Closing Ceremony as well as the Academic Programme. 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. This may be used for OC meetings, preparations and storage of various items (such as printed materials and snacks for coffee breaks).

## 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 tasks between the OC members;
- \_ Recruiting additional OC members for the days of the RR;
- \_ Creating a timeline;
- \_ Creating a budget;
- \_ 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

ELSA International does not impose a mandatory list of positions to be filled by the OC, instead ELSA International informs about the tasks to be completed. Thus, the HoOC can divide the tasks amongst the OC members.

The following list includes the most important OC members:

- \_ **OC member in charge of Participants:** the person who handles the Team registration, keeps participants updated, gathers their time appearance sheets and answers their questions;
- \_ **OC member in charge of Logistics:** the person who ensures every logistical aspect is running smoothly - i.e. being in contact with the university (if relevant), preventing delays wherever possible, handing out badges and welcome bags, and so on. This position is quite broad and thus, due to the heavy workload, may require a team of two or three people.
- \_ **OC member in charge of Judges:** is working on finding and allocating the Judges, providing them with the necessary information and documents, ensuring general communication with the Judges, ensuring the Judges are scoring the pleadings correctly and know their responsibilities;
- \_ **OC member in charge of Welfare:** the person who will ensure the implementation of the Code of Conduct of ELSA by receiving and processing complaints, for ensuring the wellbeing of all persons involved in and attending the RR and encouraging diversity and inclusion;

- \_ **OC member in charge of Timekeeping:** the contact person for all timekeepers and of the timekeeper sheets, and;
- \_ **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 occur.

Other suggested positions for OC members:

- \_ **OC member in charge of Marketing:** the person promoting the RR and taking videos/photos during the competition (ensure you have consent!);
- \_ **'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; Furthermore, they take initiative and, for example, refill coffee when it has ran out
- \_ **Additional OC members:** volunteers who assist the OC members with their respective tasks during the RR;
- \_ **OC members in charge of Catering,** and;
- \_ **OC members in charge of 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 sends 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 at the last minute. Thus, while creating the allocation of Judges it is necessary to have backup 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. Moreover, if a Judge cancels on the day(s) they are needed, you may find LinkedIn a quick and useful tool to reach out to replacements. The RROs may 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 may 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 a delay take place, firstly, the individuals concerned shall be informed of such a delay. To limit the delay as much as possible, more human resources shall be directed to solve the issue.

### **6.4 Cheating and unexpected behaviour**

The timekeepers shall prevent the violation of any rule during the Oral Pleadings. Should such events occur, the timekeepers shall immediately inform the HoOC and the Vice President in charge of Competitions 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 that 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, who will then determine the extent of the violation and the consequences thereof.

## **7. COOPERATION BETWEEN ELSA INTERNATIONAL AND REGIONAL ROUND ORGANISERS**

### **7.1 RR 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.

In appointing the Regional Round Organiser, ELSA International shall take the following criteria into account:

- a. The financial situation of the National or Local Group;
- b. The accessibility of the proposed locations;
- c. The support from the respective National Group (if applicant is a Local Group);
- d. The number of (international) events that could potentially affect the quality of the Regional Round, hosted by the National or Local Group;
- e. The experience of the National or Local 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. Typically, this is the Assistant for Regional Rounds for the HPMCC of the ELSA International Team.

#### 7.4 RR Hosting Package

ELSA International provides a RR Hosting Package which consists of materials needed for the organisation of the RR.

The Hosting Package includes the following files:

- \_ Guide / Roadmap for Participants
- \_ Team appearance sheet
- \_ Timekeeper guidelines
- \_ Timekeeper sheet
- \_ Scoring sheets
- \_ Scoring guidelines
- \_ Time cards for timekeepers
- \_ Case
- \_ Rules of the HPMCC
- \_ 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 venue/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 because it contains an analysis of the case and its answers. Therefore, the RROs shall:

- \_ Inform the Judges to keep the contents of a Bench Memorandum strictly confidential, and;
- \_ Ensure the Bench Memorandum is not accessible 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 for timekeepers as well.

ELSA International may 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. To reiterate, the RROs are in charge of printing all 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 RR:

- \_ Team appearances sheet - 2 per Team
- \_ Timekeeper sheet - 2 per Team
- \_ Scoring sheets - 6 per Oral Pleading (2 per judge)
- \_ Scoring guidelines - 14 (at least one per Pleading)
- \_ Time cards for timekeepers - 3 sets (depends on how many rounds are taking place at the same time)
- \_ Case - 42 (one per Judge)
- \_ Rules of the HPMCC - 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. This is the responsibility of the Teams.

### 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 begin contacting potential Judges. Should the RROs struggle to find the necessary number of Judges, they shall contact ELSA International for further advice and assistance.

### 8.3 Who is responsible for finances?

The Local/National Group organising the RR. Any losses incurred are therefore the responsibility of the Organising Group and not of ELSA International.

### 8.4 How many Teams are expected to participate in one RR?

The number of Teams participating in a RR may differ each year. On average, 18 Teams are expected to participate in a RR. However, the number can be between 16 and 26 Teams.

In case there is an uneven number of Teams participating in the RR, two random Teams shall be asked to plead twice in one day.

### 8.5 How many Judges do the RROs have to confirm for a RR?

We suggest having as many Judges as the number of Teams participating in the RR. For example, 18 Judges shall be confirmed in case 18 Teams are expected at the RR.

### 8.6 Will the audience be allowed during the RR?

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

## 9. CONTACT INFORMATION

Should you have any questions regarding the RRs of the HPMCC, your first point of contact shall be the Assistant for RRs. If you remain unsure, contact the Director for the HPMCC. Your last point of contact should be the Vice President in charge of Competitions of the International Board of ELSA at [helgapedersen@elsa.org](mailto:helgapedersen@elsa.org).

Director for the Helga Pedersen Moot Court Competition - [director.hpmcc@elsa.org](mailto:director.hpmcc@elsa.org)

Assistant for RRs of the Helga Pedersen Moot Court Competition - [regionalrounds.hpmcc@elsa.org](mailto:regionalrounds.hpmcc@elsa.org)

Assistant for Teams of the Helga Pedersen Moot Court Competition - [teams.hpmcc@elsa.org](mailto:teams.hpmcc@elsa.org)

Assistant for Judges of the Helga Pedersen Moot Court Competition - [judges.hpmcc@elsa.org](mailto:judges.hpmcc@elsa.org)

## 10. ANNEXES

**10.1 Draft Agenda**

**10.2. Draft Timeline**

**10.3. Draft Budget**

**10.4. Pleading Room Setup**

## 10.1. 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				
11:00		Break	Break	
11:30		Training and OC Meeting	Pleadings	
12:00				
12:30				
13:00				
13:30	Registration	Lunch	Lunch	
14:00				
14:30	Academic Programme	Pleadings	Pleadings	
15:00				
15:30				
16:00				
16:30	Break	Break	Break	
17:00				
17:30				
18:00	Opening Ceremony & Dinner	Dinner	Closing Ceremony & Dinner	
18:30				
19:00				
19:30				
20:00				
20:30	Social Programme	Social Programme	Social Programme	
21:00				
21:30				

## 10.2. Draft Timeline

	<b>International timeline</b>	<b>RR timeline</b>
March 202X	Opening the call for RROs	Open call for RROs Create draft budget, draft agenda, draft organisational timeline
April 202X	Appointments of RRO	Appointment of RRO
July 202X	Transition of the IB	Form OC
August 202X		
September 202X	Launch of the XXth HPMCC	Launch of the XXth HPMCC
October 202X		Secure venue, update budget, search for sponsors and partners
November 202X	Application deadline for the XXth HPMCC	Application deadline for the XXth HPMCC RR allocations published Send invitations to Judges for RRs
December 202X	Written Submission deadline	Written Submission deadline Participation fees deadline and final headcounts per RR Secure catering, marketing Prepare Academic and Social Programmes Email Teams participating in the RR with further information
January 202X		Secure all physical materials - printing, badges, welcome bags, gifts and prizes, etc. Open call additional OC members
February 202X	RRs	RRs
March 202X		
April 202X		
May 202X	Final Oral Round	

## 10.3. Draft budget

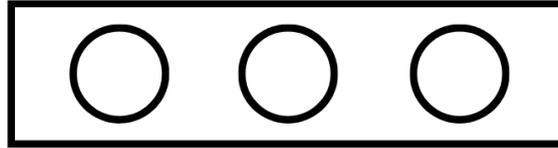
Expenses				
Account	Times	Participants	Price per	Total
Accommodation				0,00 EUR
Organisers				0,00 EUR
Judges				0,00 EUR
Transportation				0,00 EUR
Organisers				0,00 EUR
Judges				0,00 EUR
Food and beverage				0,00 EUR
Lunch				0,00 EUR
Coffee Breaks				0,00 EUR
Dinner				0,00 EUR
Venues				0,00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

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

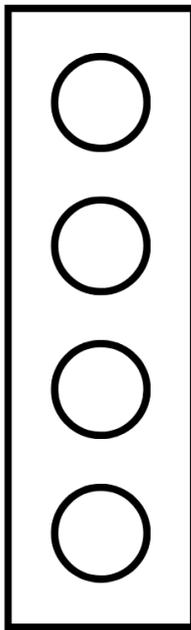
Expenses	Income	Projected profit/loss
0,00 EUR	0,00 EUR	0,00 EUR

### 10.4. Pleading Room Setup

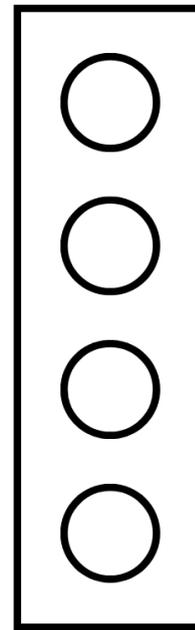
Judges



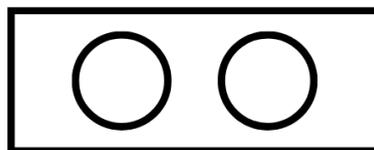
Applicant



Respondent



Timekeepers



Spectators

---