

Helga Pedersen
Moot Court Competition



REGIONAL ROUND HOST HANDBOOK

HELGA PEDERSEN
MOOT COURT COMPETITION

14th Edition | 2025 - 2026

elsa

The European Law Students' Association



FOREWORD

Dear Regional Round Organisers,

You're stepping into a demanding but incredibly rewarding role. The next few months will be busy, full of emails, meetings, decisions, and the occasional unexpected challenges. During this period, it is important to keep one thing in mind: you brought exceptional individuals passionate about Human Rights to meet in Europe and discuss the European Convention of Human Rights. Your commitment and energy are what will make that moment possible, and it will be worth it!

This Handbook is here to support you throughout the organisation of your Regional Round and so are we! Inside, you'll find guidance, practical tips, examples, and useful templates. We've built it on the experience of past organisers to help you keep track of everything that matters along the way and we are committed to update it through the knowledge acquired with each Edition.

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. In 2023/2024, the Vice President in charge of Competitions, Maciej Łodziński, together with his successor, Aliena Trefny, Vice President in charge of Competitions for the term 2024/2025, and the Director for the Helga Pedersen Moot Court Competition, Iris den Hartigh, updated the Handbook for Regional Round Organisers of the Helga Pedersen Moot Court Competition, which has in large parts been built upon Sarah's. Today, and with the aim of offering the most useful and updated resources for our Organisers, we present you the Regional Round Host Handbook for the 14th Edition of the HPMCC.

Best of luck!

Inês Ribeiro

&

Inês Ribeiro

Vice President in charge of
Competitions
International Board of ELSA
2025/2026

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Definitions and Abbreviations

Case	The official Case of the Helga Pedersen Moot Court Competition. Available on helgapedersenmoot.elsa.org
CoE	Council of Europe
ECtHR	European Court of Human Rights
ELSA	The European Law Students' Association
ELSA International	The International Board of ELSA and the ELSA International Team
FOR	Final Oral Round in Strasbourg, France
HPMCC	The Helga Pedersen Moot Court Competition
OC	Organising Committee
Rules	Refers to the official Rules of the Helga Pedersen Moot Court Competition. Available on the website at helgapedersenmoot.elsa.org
RR	Regional Round
RRO/RRO's	Regional Round Organiser/Regional Round Organisers
VP Competitions	The Vice President in charge of Competitions of the International Board of ELSA

1. GENERAL REMARKS

1.1 Introduction

The Helga Pedersen Moot Court Competition (formerly known as the ELSA Human Rights Moot Court Competition) is organised annually by the European Law Student Association (ELSA) in cooperation with the Council of Europe and the European Court of Human Rights (ECtHR). The competition simulates procedures of complaint before the European Court of Human Rights and gives participants the opportunity to interact practically with the European Convention on Human Rights.

It is named after Helga Pedersen, a Danish judge who had a remarkable and inspirational legal career, and who, in 1971, was appointed the first female judge at the European Court of Human Rights.

More information about the Competition can be found on our website at helgapedersenmoot.elsa.org

1.2 ELSA International

ELSA International is responsible for the overall organisation including, but not limited to, drafting The Case, nominating the Judges, implementing and interpreting the Rules of the HPMCC, marketing the HPMCC, organising the registration period and the allocation to Regional Rounds, organising the Clarifications to The Case and other issues.

The Vice President in charge of Competitions (VP Competitions) of the International Board of ELSA acts as the Head of the Organising Committee of the HPMCC. They, together with the Assistant for Regional Rounds of the HPMCC, will be the primary contacts for organisational and other practical issues concerning the Regional Rounds.

In this role, the Academic Board assists the Vice President in charge of Competitions. Both are responsible for the smooth running of the HPMCC Regional Rounds. If any issues arise throughout the organisation, the Regional Round Organisers (RROs) can contact the Vice President in charge of Competitions at helgapedersen@elsa.org

For the HPMCC, the Vice President in charge of Competitions has a team in charge of different parts of the organisation. Per instructions by the VP Competitions, the RROs may contact members of the team who will assist with specific issues that may arise:

- Director for the Helga Pedersen Moot Court Competition - director.hpmcc@elsa.org
- Assistant for RRs of the Helga Pedersen Moot Court Competition - regionalrounds.hpmcc@elsa.org

- Assistant for Teams of the Helga Pedersen Moot Court Competition - teams.hpmcc@elsa.org
- Assistant for Judges of the Helga Pedersen Moot Court Competition - judges.hpmcc@elsa.org

1.3 Regional Round Organisers

The Regional Round Organiser of a particular RR is an ELSA Group with which ELSA has signed a Hosting Agreement governing the organisation of a RR of the HPMCC. The RRO is responsible for the organisation and financing of the respective RR subject to prior agreement and consultation with ELSA.

Note that all Regional Rounds are financially independent and self-sufficient from ELSA International, i.e., the RRO's are responsible for financing the RR, this is not the task or responsibility of ELSA International.

1.4 Academic Board

The Academic Board is responsible for the high quality of the Competition by advising ELSA International. It is appointed by the International Board of ELSA and is composed of experts with demonstrated experience in the field of human rights.

The Academic Board may be seized by Teams, Competition organisers, or Judges in matters related to allegations of breach of the Rules or other conduct which may lead, or be perceived to lead, to securing an undue advantage in the Competition. The Academic Board shall hear the parties and, if necessary, the competent Competition officials, members of ELSA International, the Organising Committee, and any other appointed person who ensures the Competition's Rules and procedures are followed correctly and render a summary ruling.

In this matter, please note that all questions related to the Rules, Appendices, Official Interpretations, the Case and Clarification Questions, should be immediately directed to ELSA International. RROs shall not attempt to answer such questions as you may inadvertently answer a substance question that could provide an advantage to a team, or the question may be wrongfully answered by not complying with long-standing HPMCC practice.

1.5 Structure of the Competition

The Competition, in essence, consists of three phases: Written Submissions, Regional Rounds, and the Final Oral Round.

Regional Rounds

After the registration deadline for the HPMCC, all the teams will be assigned to a Regional Round, according to their preference stated in the registration form. ELSA will place the respective information on the website of the HPMCC.

However, the RRO should also make sure it informs every team who makes inquiries about the terms and conditions of participation in the Competition through the Oral Regional Rounds.

Final Oral Round

The Final Oral Round of the HPMCC takes place in Strasbourg in June and is organised by ELSA International. The best 18 Teams from the RRs qualify to participate in the FOR.

2. GENERAL ORGANISATION OF THE REGIONAL ROUNDS

2.1 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.

2.2 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.

2.3 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 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.

As ELSA International is slowly transitioning toward online scoring systems, it is essential that Regional Round Organisers ensure reliable WiFi access is available at all venues throughout the competition. This includes the pleading rooms, judges' deliberation rooms, and the OC room. The RROs should test the internet connection in advance of the Regional Round and have a contingency plan in place, such as mobile hotspots or alternative connection methods, in case the primary internet access fails. Please coordinate with the venue administrators to obtain WiFi



credentials well in advance and ensure the network can support multiple simultaneous users, particularly during periods when all judges may be accessing the scoring system concurrently.

In case of the Regional Round being organised online due to unforeseen circumstances and of *force majeure*, 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.

2.4 Academic Programme

It is important to mention that the Academic Programme is not mandatory although highly recommended.

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.

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.

For instance, the Academic Programme may also 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.

2.5 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. We advise you to have one OC member present for each 10 participants attending the Social Programme and, to ensure smoother running, you can also reach out to the Teams beforehand to assess how many participants will be present.

2.6 Marketing

The RROs will receive the relevant 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.

As per the Promotion Strategy that you create, and should you wish to publish your Partners, Organising Committee, Venues, etc., feel free to adapt the structure that best suits your goals, while still maintaining the essence of the Helga Pedersen Moot Court Competition Brandbook and the use of its logo.

Regarding printing, this 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.

2.7 Prizes

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

- Best Team
- Runner-Up Team
- Best Oralist
- Most ELSA spirited Team (the Team which has shown outstanding fellowship, 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.

2.8 Accessibility and Inclusion

The Regional Round Organisers have a responsibility to ensure that the competition is accessible and inclusive to all participants, judges, coaches, and attendees. When selecting and preparing venues, the RROs must verify that all facilities provide wheelchair access and accommodate individuals with mobility challenges. This includes accessible entrances, elevators or ramps where necessary, accessible restrooms throughout the event.

The RROs shall collect information about dietary restrictions, allergies, and special dietary requirements from all participants, coaches, judges, and OC members well in advance of the Regional Round. This information should be gathered after the RR allocation and communicated promptly to catering providers. The RROs must ensure that all meals provided, including lunches, dinners, coffee breaks, and social programme refreshments, accommodate various dietary needs.

3. FINANCES

3.1 Participation Fees

In the case of unforeseen circumstances that force the Regional Rounds to adopt an online format, the participants of the competition will not be charged a participation fee.

The participation fee is set by ELSA International together with the Hosts and shall be paid directly to the ELSA Group organising the Regional Round. Therefore, the Organisers shall reach out to the Teams in order to collect the relevant data to the issue of the invoices, such as name and address of the invoice receiver. The participation fee payment deadline shall be set in consultation with ELSA International and communicated clearly to all teams upon their allocation to the Regional Round.

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.

Generally, if a team withdraws due to *force majeure* or exceptional circumstances beyond their control, and provides adequate notice, a full refund may be considered at the discretion of ELSA International in consultation with the hosting Local or National Group. However, if a team withdraws close to the Regional Round dates when the RROs have already incurred non-refundable expenses based on that team's participation, refunds may not be possible. All withdrawal requests and refund considerations must be coordinated with ELSA International to ensure consistent and fair treatment across all Regional Rounds.

3.2 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. If any doubt arises from this process, please reach out to director.edf@elsa.org.

The RROs are also encouraged to apply for other available grants (national, regional etc.). We highly suggest that proper research is carried out in this regard and, in case of need, please reach out to the Director for Grants of the ELSA International Team to seek for its support via director.grants@elsa.org.

3.3 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.

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.

We highly recommend the creation of a Partner Booklet where you present ELSA, the Helga Pedersen Moot Court Competition, your Regional Round, different packages of Sponsorship, where you can detail the visibility you are willing to give to the parties, and the benefits of aligning with the project. It is extremely important to adopt a language and approach that is friendly for non-ELSA people. Additionally, showing availability to a short online meeting, or an in-person meeting in cases where the firm is located in your city, is always worth it and strengthens your interest near the parties.

Please also note that the Competitions ELSA International Team has a specialised team in External Relations and Fundraising for Moot Court Competitions that can provide you with tailored support. Contact director.er.fundraising.mcc@elsa.org // assistant.er.fundraising.mcc@elsa.org.

3.4 Budget of a Local or National Group

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

When structuring the budget, several factors must be taken into account such as:

- Plan A/B/C
- Contingency
- Setting priorities: where to cut; what is indispensable; what could be nice to have but there's no need; etc.

Once you have commenced the intensive phase of organising the project, it is wise to have a mid-project evaluation and a revision of budget so it better reflects reality. For example, in November after you have the first draft of teams allocated to your Regional Round; or in January after the Written Submissions phase, once you have the final list of teams allocated to your Regional Round.

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.

4. PARTICIPANTS, COACHES & JUDGES

4.1 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.

When communicating with participants, the RROs must establish clear and official channels of communication. All important information regarding the RR should be sent via email, and the RROs should create a structured timeline for participant communications. This includes an initial welcome email upon team allocation, regular updates in the months leading up to the competition, detailed logistical information approximately two to three weeks before the event, and final reminders in the week preceding the Regional Round. It is also recommended to create a Facebook group or a WhatsApp group with the Teams which can be used to provide participants with general information both before and during the Regional Rounds.

The RROs should ensure to send a detailed information package that includes the finalised agenda with specific timing for all events, the Participants Guide with practical information about the city and venues, instructions for registration procedures on the first day, dress code requirements for each event, information about meals and dietary accommodation, details about the social programme, and a reminder about the Rules of the HPMCC. Optionally, the RROs can add more details, e.g. fun facts about the city, recommended places to visit, etc.

The RROs shall be mindful of data protection regulations, particularly the General Data Protection Regulation, when handling participant information. Teams will provide sensitive personal data including passport details for invitation letters, dietary requirements, allergy information, medical conditions, and emergency contact details. The RROs must ensure that access to this confidential information is restricted to only those OC members who require it for their specific responsibilities.

If the RRO plans to take photographs or videos during the Regional Round for promotional or documentation purposes, a media consent form must be circulated to all participants, coaches, and



judges prior to the event. This form should clearly explain how the images will be used, where they may be published, and provide participants with the option to consent or decline.

The RRO should ensure that participants are explicitly instructed not to share information about the competition results, including individual pleading outcomes, team rankings, or team numbers on social media platforms or professional networking sites such as LinkedIn until the Final Report is published after the Final Oral Round.

4.2 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.

4.3 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 for further review and approval. The review done by ELSA International, and namely the Assistant for Judges, is merely based on a background check, in order to ensure that no political affiliations or involvement in situations that can put ELSA's status at risk are encountered, and academic check, to ensure the academic excellence of the Regional Round.

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.

When preparing the list of potential judges, the RROs must ensure that all proposed judges have substantial experience and expertise in human rights law, European Union law, or relevant legal practice. Suitable candidates for judging positions include university professors specializing in human rights law or EU law, legal practitioners working in human rights litigation or advocacy, judges or former judges with experience in human rights cases, senior staff members of human rights organizations or international institutions, and PhD candidates with advanced research in human rights law.

When conducting the research of Judges, and after when allocating the Judges to the Pleading slots, it is important to assess potential conflicts of interest that can be caused due to personal or professional relationship between a Judge and a school, coach, or Team member that is participating in the Competition in which the Judge is participating as well. Such conflicts of

interests shall be cautiously handled beforehand to ensure the smooth running of the Oral Pleadings.

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 part of the same Bench more than once, ensuring rotativity and that no bias is created;
- Teams shall not be scored by the same Judge twice, ensuring rotativity and that no bias is created;
- Potential conflicts of interest.

Once the Judge has confirmed their participation in the RR, the RROs shall send them the following materials as soon as possible and no later than 2 weeks prior to the Regional Round:

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

It is also important to note that ELSA International will provide a Training for Judges on a date that conveys the best for all Judges, and which shall be gathered by the Regional Round Organisers. The Training will also be recorded and made available to the Regional Round Organisers to be shared with the Judges that could not attend the session.

In the Training for Judges, all rules and procedures will be reviewed.

The RROs are encouraged to prepare something small for Judges, for example, a gratitude diploma and/or a certificate.

5. ORAL PLEADINGS

5.1 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.

However, it is important to state that the Timekeepers are responsible for the respective rooms, during the pleadings and outside of the pleadings, ensuring that no confidential documents are accessed by Teams/are left behind and that all relevant materials are present in the room before the pleadings start.

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.

5.2 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 or videos.

5.3 Venue

If the RR is held in person, ensure your OC members can guide all attendees to the correct places and are located in different entrances of the venue, in case of any. For this purpose, it is recommended a prior briefing/getting to know the venue.

Additionally, you can create a map included in the welcome bags and signs around the venue.

In the case of unforeseen circumstances that forces the event to take place online, certain rooms will be available on the platform for different uses.

5.3.1 Pleading rooms

There will be pleading rooms available for all pleadings that will be occurring at the same time. The amount of available rooms depends on the number of Teams allocated to each Regional Round.

The Timekeepers are in charge of preparing the rooms for pleadings. They shall have 2 Timekeeper Sheets, 2 Team Appearance Sheets, and the Timekeeper Cards 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.

Moreover, and for illustrative purposes, please refer to 10.4. Pleading Room Setup.

5.3.2 The Judges room/deliberation room

After the pleading, it is time for the Judges to 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 mentioned in the section above and there shall be one OC member in the Judges' room at all times in order to support the Judges in case of need. However, prior authorisation from the Judges shall be sought.

During the period of deliberation, and in case of need, Judges shall be reminded by the Timekeepers that the feedback given to the Teams after shall be impartial and constructive and not revealing of which team had scored higher in the pleading.

5.3.3 The Stage

The stage will be used for the Opening and Closing Ceremony as well as the Academic Programme.

As the Academic Programme is not mandatory to organise nor mandatory to attend, it is important to have in mind that, in the cases where the Opening Ceremony follows the Academic Programme, the venue shall accommodate seats for all participants and Coaches and the attendance to it will be higher than in the AP.

As the Opening Ceremony serves the purpose of formally welcoming the Teams, sharing important information for the participants such as logistical information, holding the Drawing Ceremony and even, perhaps, having speeches from Partners, the capacity of the venue is an important factor to have in consideration when doing the research. A microphone and a projector will also be a requirement for the venue.

Therefore, a university, city hall, ministry or a law firm with a large auditorium shall be appropriate.

The same conditions are applied to the Closing Ceremony as all partners and Judges shall be invited to attend it and all teams will be present in order to get to know the awarded teams! Therefore, a venue with enough seated places, a microphone and a projector will be ideal.

It is recommended to have OC members present in both Ceremonies to ensure the smooth running of it.

5.3.4 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). It is also extremely beneficial for the ELSA International representatives in order to review the scoring after each pleading.

5.3.5. Additional Rooms

5.3.5.1. Prayer Room

The Regional Rounds shall strive to be as inclusive as possible and, in the context of a Competition open to students from all over Europe, there may be a need to provide a dedicated space for prayer, reflection, or other religious and spiritual practices.

Where reasonably feasible, the Organising Committee shall designate a quiet, neutral, and accessible room that may be used by participants for this purpose. This space should be available throughout the Competition days and clearly indicated in the event information or venue signage.

If venue limitations make it impossible to provide a dedicated Prayer Room, the Organising Committee should make reasonable efforts to identify alternative quiet spaces or provide information about nearby facilities that can serve a similar purpose.

The provision of a Prayer Room is intended to support inclusivity and equal participation and shall not interfere with the Competition schedule.

6. FORMING THE OC

6.1 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.

6.2 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 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 with two or three helpers.
- **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 Finances:** the person responsible for ensuring that the Budget is followed and main contact person for the teams and third parties regarding invoices and payments;
- **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 run 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.**

7. DEALING WITH EXCEPTIONAL CIRCUMSTANCES

7.1 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.

7.2 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 emails confirming their attendance in the days prior to the Regional Round, e.g. one week before and in the day before.

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.

Lastly, and as a last resource, online Judges shall be the way to go! However, and in this case, it is important to ensure that the venue has internet access and technological infrastructures that allow it.

7.3. Timekeepers dropping out

In the unfortunate case of timekeepers dropping out, it is important to have taken this situation into account beforehand and have provided training or a briefing to every member of the Organising Committee in order to ensure that everyone is prepared to jump at the last minute! This is also one of the situations that justify a larger number of OC members present in the days of the Regional Round.

7.4 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.

7.5 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.

7.6 Appeals and scoring disputes

While the scoring process in the HPMCC is designed to be fair, transparent, and consistent, situations may occasionally arise where a team wishes to appeal against a score or dispute a scoring decision. If a team approaches the RROs with concerns about their score or believes there has been an error in the scoring process, the RROs should then immediately inform the Vice President in charge of Competitions of the International Board of ELSA.

8. COOPERATION BETWEEN ELSA INTERNATIONAL AND REGIONAL ROUND ORGANISERS

8.1 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 quality, availability and accessibility of the proposed locations and venues, including:
 - financial accessibility;
 - geographical accessibility;
 - requirements for travel, such as visa;
 - political situation and security.
- 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.
- f. The availability and commitment of prospective members of the Organising Committee and timekeepers;
- g. The availability and quality of prospective judges.

ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned above.

8.2 Hosting Agreement

The RRO shall sign the Hosting Agreement provided by ELSA International.

The hosting agreement shall include terms to be agreed upon and information to be filled in by the appointed host regarding, but not limited to:

- the dates of the Regional Round to be hosted;
- the venue and logistics;

- the financial implications;
- the responsibilities of both parties, namely of the International Board of ELSA and the
- Organising Committee;
- the Quality Standards for the Regional Round;
- the discharge of the host.

The terms above mentioned are flexible and up to negotiation with ELSA International and the Local/National Group is not deemed as an official RRO before signing the Hosting Agreement.

8.3 Coaching system

ELSA International provides a coaching system for the RROs through the Assistant for Regional Round. The aim is to provide assistance and guidance throughout the organisational period of the RRs and calls shall take place, at least, monthly in order to ensure updates and constant overview.

Should an RRO have any questions or/and concerns, they shall refer to the Assistant for Regional Rounds.

8.4 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 template
- 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 via digital format. 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 the digital materials provided by ELSA International and that are mentioned below.

8.5 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)

8.6 Copyright

All case materials, bench memorandum, scoring guidelines, and other academic content developed for the HPMCC remain the intellectual property of ELSA International. The RROs and all participants, judges, and coaches are bound by these copyright provisions and may not reproduce, distribute, or publish these materials without the explicit consent of the Vice President in charge of Competitions of the International Board of ELSA.

9. FAQ

9.1 Do the RROs have to arrange accommodation for participants?

No. This is the responsibility of the Teams.

9.2 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.

9.3 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.

9.4 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.

9.5 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.

9.6 Will the audience be allowed during the RR?

Yes, however, strict rules apply to spectators. Please refer to paragraph 5.2 of the Handbook for more details.

9.7. If there are teams from the hosting country of the RRO, can they be allocated to its Regional Round?

There are no prohibitions in the Rules in this regard; therefore, as long as impartiality is maintained, this can be the case.

10. 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.

Director for the Helga Pedersen Moot Court Competition - director.hpmcc@elsa.org

Assistant for RRs of the Helga Pedersen Moot Court Competition - regionalrounds.hpmcc@elsa.org

Assistant for Teams of the Helga Pedersen Moot Court Competition - teams.hpmcc@elsa.org

Assistant for Judges of the Helga Pedersen Moot Court Competition - judges.hpmcc@elsa.org

11. ANNEXES

11.1 Draft Agenda

11.2. Draft Timeline

11.3. Draft Budget

11.4. Pleading Room Setup

11.1. 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				
12:00	Training and OC Meeting	Pleadings	Pleadings	
12:30				
13:00		Lunch	Lunch	
13:30				
14:00	Registration			
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				

11.2. Draft Timeline

	International timeline	RR timeline
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	

11.3. 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

11.4. Pleading Room Setup

