

## **INFORMATION SHEET**

**6<sup>th</sup> Fox Williams' Premoot (in association with the Chartered Institute of Arbitrators)  
2021, London**

**on Saturday 27 February and Sunday 28 February 2021**

**in preparation for the 28<sup>th</sup> Willem C. Vis Commercial Arbitration Moot 2021**

Dear Team

**Please read this information sheet carefully. It should provide you with all information needed for your attendance at our virtual Premoot.**

### **1. VIRTUAL MOOT**

As expected, due to the exceptional circumstances caused by the Covid-19 pandemic, the 6<sup>th</sup> Fox Williams Vis Pre-Moot will be held remotely. The oral hearings will be held in form of virtual hearings by use of a videoconferencing platform.

The platform being used for the remote hearings will be provided by the International Dispute Resolution Centre (the "**IDRC**"). The IDRC has been chosen as a platform provider for the Vis Moot so we hope this will be a chance for you to test the platform before the Moot in Vienna. The technology used for the remote hearings is hosted on Zoom, which we anticipate will be already familiar to most participants. We set out below a few preliminary instructions on the use of the platform and rules on the conduct of the virtual hearing.

### **2. ZOOM PLATFORM**

#### *Prerequisite*

We recommend using a desktop or laptop device. As back-up, you can also join with a tablet.

System requirements will vary depending on the device you use and its operating system.

Details can be found here: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.

Other recommended equipment:

- HD webcam
- High quality microphone
- Keyboard and mouse

### Account

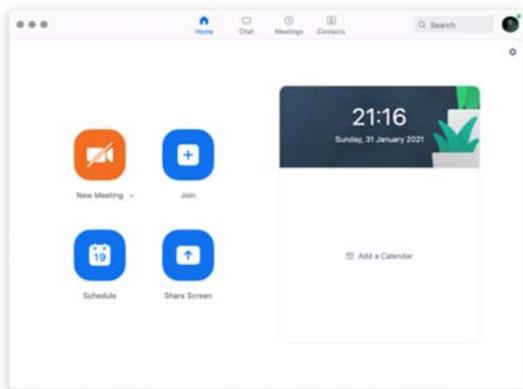
If you don't have an account with Zoom, please sign up at <https://zoom.us/signup> **using the same email** address that you have provided to us and ensure you download the Zoom Client for Meetings (found here <https://zoom.us/download>)

Please sign up using the following format for your name: ABBREVIATED TEAM NAME, SURNAME + INITIALS. For example:

- For New York Law School: NYLS, DOE J
- For University of Amsterdam: U AMSTERDAM, EDWARDS C

You must log in using a name in the above format so we can identify who you are and the team you are with in order to put you into the correct Hearing Room.

Please ensure you are logged in on the Zoom App prior to the event (it will look like the following image below):



Please make sure you are using the latest version of the Zoom platform. To join the hearing, the version should be at least 5.3.0.

You can check for updates by clicking on your image on the top right-hand corner of the Zoom App and choosing "Check for Updates".

Once you have completed all of the above steps, you can click on the link in your outlook calendar invite (which you will have received a few days before the Premoot) to join the session.

If the above steps have not been performed, you will not be allowed to join the meeting.

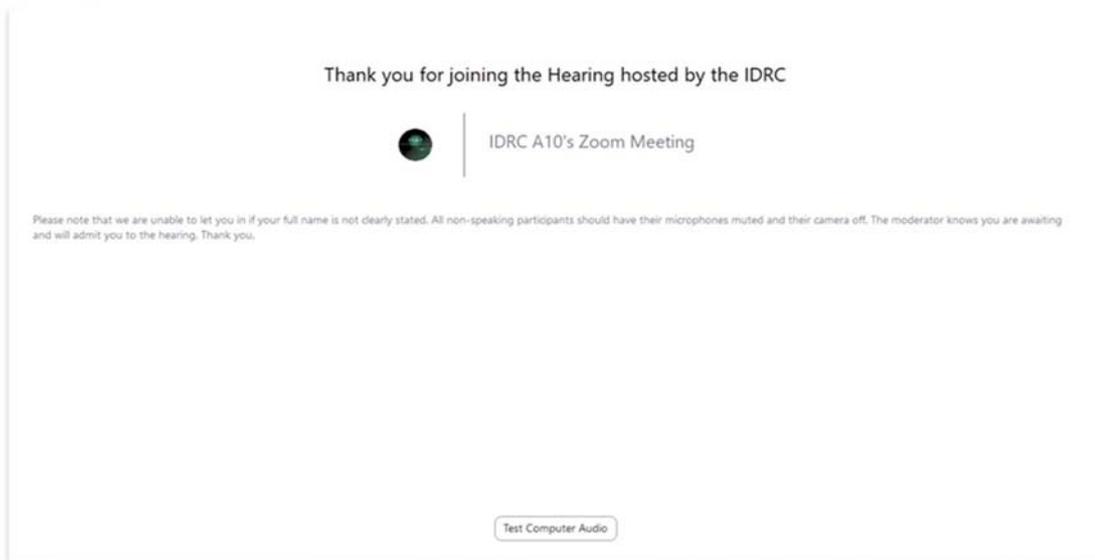
*Invitations for the Day*

For the general moot rounds on Saturday, we will send you six links:

- 1) link for the morning welcome session;
- 2) link for your first hearing;
- 3) link for your second hearing;
- 4) link for your third hearing;
- 5) link for your fourth hearing; and
- 6) link for the announcement of results.

If you get to the semi-finals on Sunday, we will send you one link only.

When you click on the link for your first hearing, you will initially join a waiting room (see image below) and the Moderator will admit you as soon as possible:

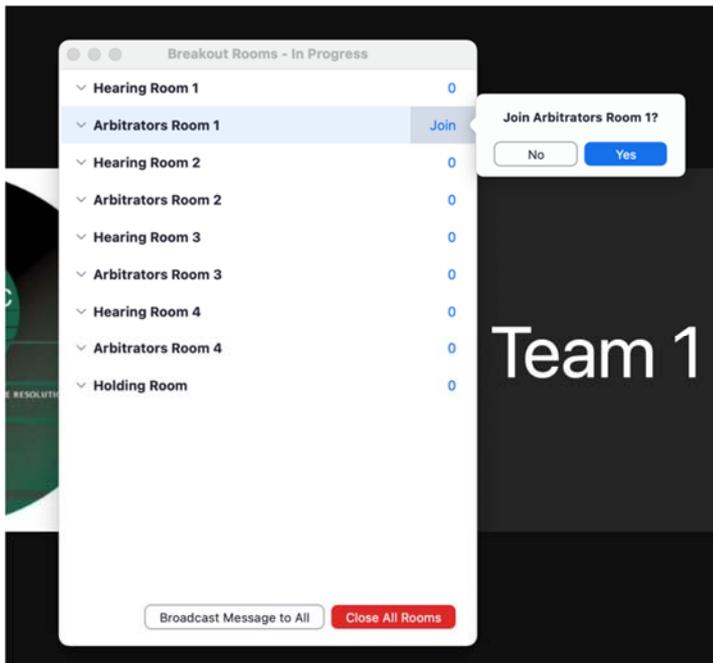
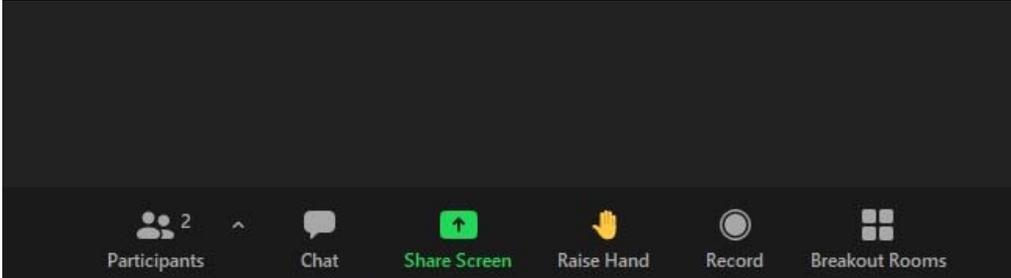


Once admitted, you will enter the meeting room/assembly room where 3 different hearings will assemble. The moderators will name themselves so you know who to address if help is required. They will remain in the assembly room unless assistance is needed in a particular hearing room.

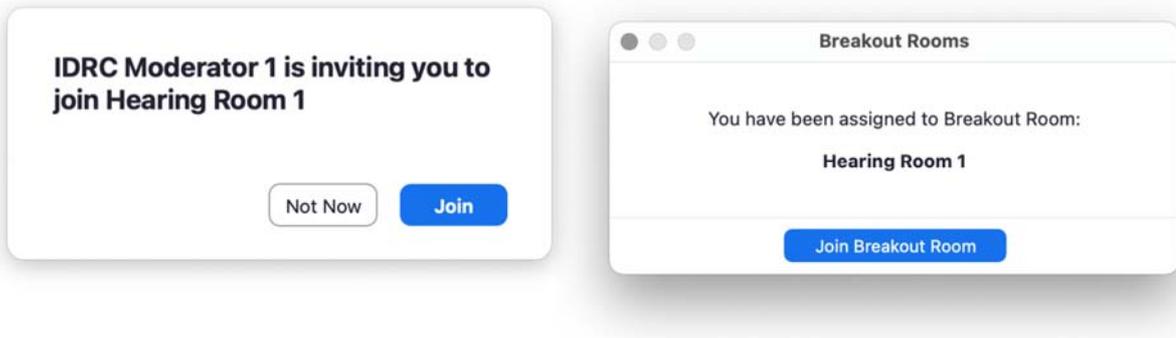
*Hearing Rooms (breakout room)*

You will be pre-assigned to a “breakout room” for the hearing you will be joining (i.e. you will not be able to join another hearing that you are not assigned to). This will be your hearing room. The hearing rooms will display the name of the teams so that you can confirm that you are in the correct room. A breakout room is isolated in terms of audio and video from the assembly session.

To access your hearing room please click “Join” next to the respective room (the second picture below is just an example, you will not have access to the arbitrator’s room. The hearing rooms will display the names of the hearing room). We will be checking to ensure you are in the correct room.

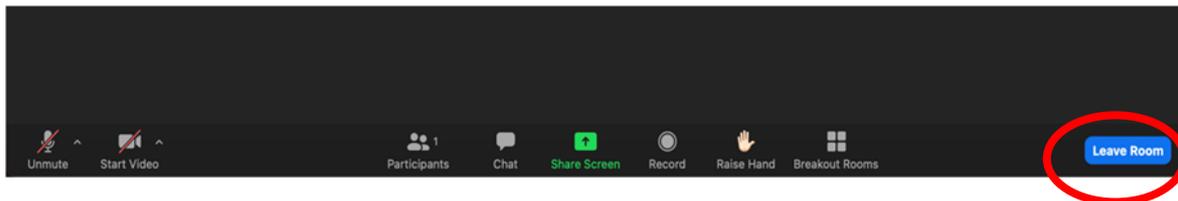


If you are having difficulties accessing or finding your room we will ask you to join and you may see either of the two images below – click the “join” button:



Once you have concluded your argument, the Tribunal will leave and move to their own private room for deliberation. You will simply need to stay in the Hearing Room until the Tribunal returns.

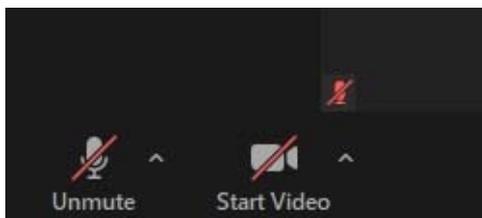
When the Hearing finishes, you can then disconnect from the meeting itself by clicking on “Leave Meeting”



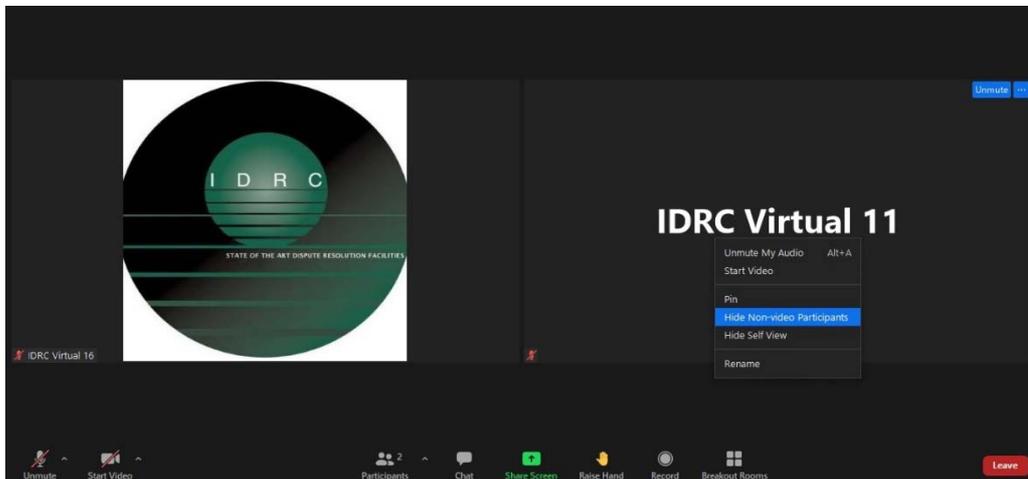
### General

We ask oralists to keep their camera on at all times and their microphone only when speaking (unless directed otherwise).

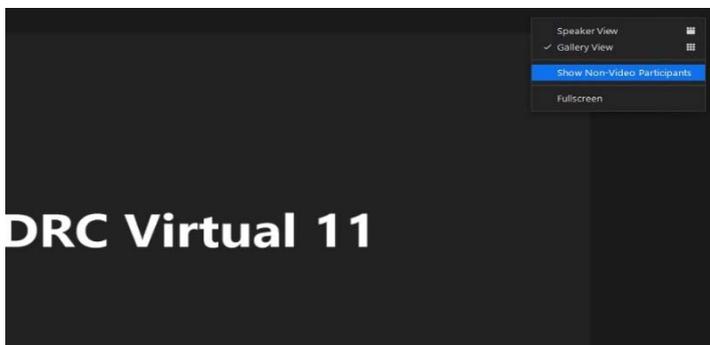
If you are a passive participant (such as a coach or a spectator), we ask you to turn your camera and microphone off. Please also hide your name or profile picture if you are not an active oralist.



You can “Hide Non-Video Participants” in order to focus on active speakers only by right-clicking on any non-video participants which will show as a black box with their name (e.g. “IDRC Virtual 11”) or with their profile photo (e.g. IDRC logo).



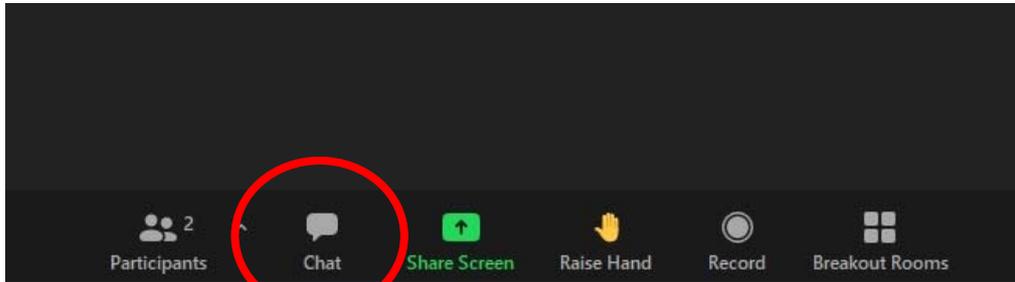
In order to reverse the process, you can click on the “View” button on the top-right corner and select “Show Non-Video Participants”.



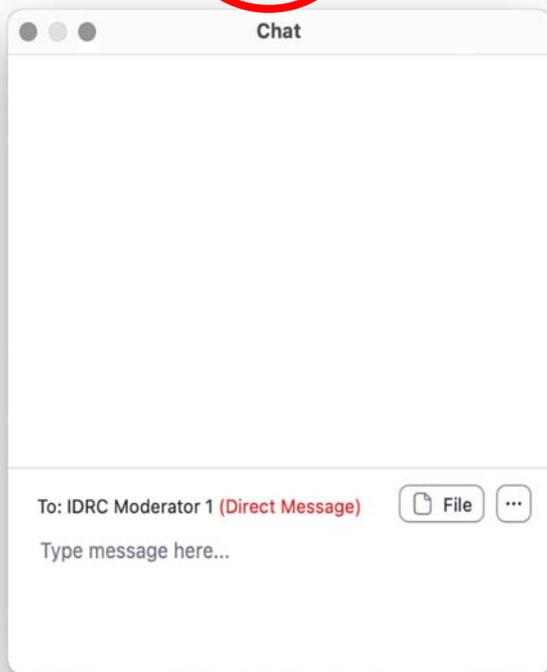
It is essential that you have reliable wi-fi access throughout the day. If you do experience wi-fi issues and lose connection, please try to log back into the Zoom platform as soon as possible. We will be able to help you get back into your hearing room.

There will be hearing moderators available on the day in the assembly room (and they can access all hearing rooms) and who will be able to help, should you have any IT issue connected to the platform.

You will be able to speak to the Moderator using the “Chat” function should you require any assistance. This can be found at the bottom of your screen.



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### 3. STRUCTURE OF THE DAY<sup>1</sup>

#### ***Saturday: General Moot Rounds***

9.20 - 9:35	Welcoming Remarks
10:00 -11.30	<b>1<sup>st</sup> round</b>
11:30 -12:00	Break
12:00 -13:30	<b>2<sup>nd</sup> round</b>
13.30 - 14.00	Lunch
14.00 - 15:30	<b>3<sup>rd</sup> round</b>
15.30 - 16.00	Break
16:00 - 17:30	<b>4<sup>th</sup> round</b>
17.30 - 18.30	Announcement of results and virtual drinks reception

#### ***Sunday: Semi-finals and Finals***

10.00 – 11.30	<b>1<sup>st</sup> round</b>
11.30 – 12.00	Break
12.00 – 13.30	<b>2<sup>nd</sup> round (final round)</b>
13:45 - 14:00	Announcement of winners

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<sup>1</sup> All times are GMT

#### 4. NOTES

##### The Rounds:

- The name of your opposing team will be provided in advance
- On **Saturday**, each team will plead in **4 rounds (1.5 hours each)**; twice for Claimant and twice for Respondent. We will try to make sure you always compete against different teams and mix common law against civil law teams.
- Teams who have made it to the final Sunday rounds are announced on Saturday evening.
- On **Sunday morning** the four highest scoring teams will take part in the semi-finals. The winners of each semi-final will then compete in the Grand Final while the loser of each semi-final will compete in the Third Place in the play-off.
- The final winners are then announced on Sunday afternoon. The moot will close on Sunday by 2:30pm.

##### The Virtual Drinks Reception

After the conclusion of the competition on Saturday 27 February, all participants are invited to stay online for a virtual drinks reception from 17.30 – 18.30.

#### 5. INFORMATION WE REQUIRE FROM YOU

If you have not already done so, please email [pre moot@foxwilliams.com](mailto:pre moot@foxwilliams.com) with the following information:

- Names of **all attendees**:
  - a list of all the team members and coaches **who will be attending the moot.**
- Contact details:
  - an **email address for each team member**
- Details of your opposing teams in Vienna:
  - If you know please let us know which teams you are competing against in Vienna, this will help us to avoid putting you against this team during the Premoot.

#### 6. CONTACT

If you have any questions in relation to the moot, please contact Kate Felmingham



on [Premoot@foxwilliams.com](mailto:Premoot@foxwilliams.com), or on 07912 273790

**Please forward this Information Sheet to all team members and coaches!**

We look forward to welcoming you soon.

Yours sincerely,

*Fox Williams LLP*

**Fox Williams Premoot team**