Frequently Asked Questions about the
ICC International Commercial Mediation Competition

This document provides information to participants based on questions that were frequently asked during previous Competitions. In case of doubt, please refer to the 2019 Competition Rules, which is the only binding document and takes precedence should there be any inconsistency between it and this FAQ.
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I. Overview

1. What is the Mediation Week?

The Mediation Week sets a program for two major events dedicated to mediation hosted by the International Chamber of Commerce (“ICC”), ICC International Commercial Mediation Competition (“Competition”) and the ICC International Mediation Round Table (“Round Table”).

On 7 February 2019, the Mediation Week kicks off with the 14th ICC International Mediation Competition. The first day is dedicated to welcoming all participants and trainings, whereas the preliminary rounds start from 8 February and last 3 days.

In the middle of the week, the 6th International Mediation Round Table taking place on 11 February 2019 offers a unique forum for exchange of best practices and new techniques for the professional mediators and academics participating in the Competition and invited guests. The Roundtable provides an interactive environment where topics relevant to the practice and international development of the field of practice and theory can be explored and debated.

The Competition then continues for the final rounds and is concluded by the award ceremony on 13 February 2019.

The entire event lasts seven full days from Thursday 7 February 2019 until Wednesday, 13 February 2019.

Day 1: Registration, preparatory training sessions and welcome cocktail;
Day 2 to 4: Preliminary Rounds followed by the Middle cocktail (announcement of final rounds);
Day 5: Round Table and Eighth-Final Round;
Day 6: Quarter and Semi-Finals;
Day 7: Final followed by award ceremony and closing cocktail.

2. What is the Competition?

The Competition is an annual mediation moot organized by the ICC. It is the world’s biggest international moot dedicated exclusively to international commercial mediation. It gathers Teams from business and law schools, as well as internationally renowned mediators and professionals from around the world.

During the Competition, participants apply ICC Mediation Rules aiming to settle commercial dispute scenarios that have been exclusively drafted by a special Drafting Working Group of international mediation experts.

3. Who can apply to participate in the Competition?

Universities of all disciplines, including business and law schools from all around the world are invited to apply to participate in the Competition.

Trained and experienced Mediators from around the globe are invited to participate as volunteer Mediators and Judges in the Competition.
Volunteers are invited to apply to participate in the Competition as Mediation Session Supervisors and help with logistical tasks during the event. If you are interested in becoming a Volunteer for the 2019 Competition, please contact the Organizing Committee at iccmmediationcompetition@iccwbo.org to receive the application form.

4. How does the Competition work?
All selected teams participate in the four preliminary rounds. In each round one Competition Problem will be addressed.

The selected Teams will face each other according to a schedule provided by the Organising Committee in advance. In each round, teams will be assigned to take the role of either the requesting or the responding party in the dispute.

Ahead of the Competition, each Team will prepare a written analysis of the Problems, called Mediation Plan.

Teams will progress to the final rounds according to their scores in the preliminary rounds.

5. How do the mediation sessions work?
Two Competing Teams participate in each Mediation Session. Two students for each team will have an active role in each session, while the other students and their coaches may attend the session, but cannot intervene.

During the Mediation Sessions, one Team member takes on the role of Counsel and one Team member takes on the role of Client. It is up to the teams to choose who will represent them at each session.

One assigned professional will act as the Mediator while two additional professionals will be judging the Teams’ performance. The number of Judges will increase to three in the Final Rounds and to five for the Final.

The Competing Teams will sit together with the Mediator and the Judges at one table.

The actual mediation lasts 85 minutes, but it is preceded by a time for the judges to score the Mediation Plans (preliminary rounds only), and it is followed by a time for the judges to score the team’s performance and to provide their feedback.

The total time of each Mediation Session is therefore 150 minutes (Preliminary Rounds) or 135 minutes (Final Rounds).

6. What is a Mediation Problem?
Each international commercial dispute case study (Mediation Problem or Problem) consists of both General and Confidential Information.

The General Information contains the background factual information of the Problem while the Confidential Information presents more detailed information for the exclusive use of a Party.

The General Information will be disclosed to all participants in late autumn 2018 after the application period and selection of all Teams by the Organizing Committee.
For each round, Teams are assigned by the Organizing Committee to either represent the Requesting Party or Responding Party (role). In addition to the General Information, Teams will receive the Confidential Information corresponding to the assigned roles for each round.

The Confidential Information will differ depending on whether the Team is acting as the Requesting Party or the Responding Party.

The Confidential Information for the Preliminary Rounds is provided to each Team by the Organizing Committee prior to the Competition and is for the exclusive use of that Team only.

Confidential Information is not to be communicated by the members of one Team to any other Team.

Confidential Information and assignment of roles for the Final Rounds will be provided at the end of the Preliminary Rounds, Eighth-Finals, Quarter-Finals and Semi-Finals.

Sharing the Confidential Information with other Teams leads to an immediate disqualification of the Competition.

7. **How are teams scored and how do they progress in the Competition?**

   Teams performance in each session is scored according to the criteria defined in the score sheets. For further details, please refer to the 2019 Competition Rules. Each judge will assign points to each team and will statute which team has won or lost each session.

   At the end of the four preliminary rounds, the 16 teams having the highest number of victories (in the first place) and points (in the second place) will progress to the Eight-Final rounds.

   During the final rounds, direct elimination applies, meaning that the winner of each Mediation Session progresses to the following round.

8. **Apart from the mediation sessions, are there other learning opportunities during the event?**

   Throughout the Competition, the Organizing Committee arranges a number of social events, roundtables and presentations that provide a platform for participants to network and exchange experiences insight and best practices.

9. **Where does the Competition take place?**

   The Competition takes place in Paris, France, at ICC Headquarters and other selected venues close by.

10. **Can one observe the Competition?**

    Due to space restrictions, additional guests are not permitted to attend the Competition, with very few exceptions authorized on a case by case by the Organizing Committee. Additional guests from participating universities are prohibited to attend the Competition.

    Authorised guests will need to pay a fee to participate in the social events and/or to attend the mediation sessions.
11. **Who is the Organizing Committee?**
The Organizing Committee is the official ICC group in charge of managing the Competition. In case of questions or concerns, you can directly contact them at: iccmediationcompetition@iccwbo.org

During the Competition, the Organizing Committee is supported by numerous Volunteers without whom the event would not be possible.

The Organizing Committee can impose penalties and/or disqualifications if it considers that a Team or one of its members has violated the 2019 Competition Rules.

12. **What is the official language of the Competition?**
The official language of the Competition is English.

13. **Where can I find updated information on the Competition?**
The most recent information about the Competition will be available on the Competition website, on Facebook or follow us on twitter @ICCMediation.

II. **Universities**

1. **How can a university apply to the Competition?**
The application is open from July 2018 until early October 2018, in two application rounds.

All universities who wish to submit a Team to the Competition must submit their application online by the deadlines.

To apply, universities will be asked to describe all their curricular and extra-curricular activities related to mediation and ADR, how their team plans to prepare for the Competition, as well as their motivation.

The Organizing Committee will select 66 Teams to participate in the 2019 Competition.

Only selected teams will be asked to provide the names of their team members and to pay the registration fees.

2. **Is there any other way to qualify to participate in the Competition besides the regular application system?**
The Organizing Committee may put in place agreements with national or regional pre-moots, whose winner is automatically accepted to participate in the Competition in Paris. Teams selected through this means are counted in the total 66 Teams.

Apart from such reserved places for winners, participation and ranking in a pre-moot have no positive or negative effect on and do not preclude the direct application to participate in the Competition.

3. **How many Teams can be submitted by one university?**
Each university can only nominate one Team.
4. Can I apply as an individual student?
No, we can accept only team applications.

5. How does the Team need to be composed?
Teams are composed of a minimum of two and a maximum of four students and one/ two coach(es). Each Team must include at least one law student taking over the role of Counsel in each Mediation Session.

Two universities can jointly bring one team to the Competition.

6. How are students selected for each team?
It is up to each university to select the students who will represent them at the Competition. Universities may use their own internal selection process to choose their Team members, within the limits imposed by the Eligibility criteria, according to the 2019 Competition Rules. The composition of the Teams are subject to final approval by the Organizing Committee, who will verify that the eligibility criteria are respected.

In particular, starting from 2019, an age limit has been introduced for the first time, limiting participation to 30 year old students or younger.

In addition, in order to enable as many students as possible to participate in the Competition, each student is entitled to participate in the Competition only once. Teams cannot include students who have already participated in the Competition.

7. What are the costs for the teams?
The registration fee per Team is calculated with reference to the number of students participating in the Team. Teams composed of two students contribute € 500, teams composed of three students € 650 and Teams composed of four students € 800. The first coach joins the Team without additional charges whereas additional € 150 will be charged for the participation of a second coach.

Full payment of the registration fee by the deadlines communicated by the Organizing Committee is mandatory. Teams which do not proceed with the payment of the registration fee within the timeline will not be admitted to the Competition.

By applying for the Competition through the online application process, the university agrees to pay the registration fee in case it is selected to participate in the Competition by the Organizing Committee.

Teams will also need to cover their travel costs and living expenses in Paris.

8. Is it possible to obtain a scholarship or a registration waiver?
Unfortunately, ICC is not in a position to offer any scholarship or registration waivers.

9. Can universities have sponsors?
Yes, Teams have the possibility to approach sponsors for their participation in the Competition. The sponsor logos can be displayed in the Competition brochure next to the Team’s representation, upon request of the team.
The sponsors’ logo can only be added in the Competition brochure if the Teams submit it to the Organizing Committee on or before 15 November 2018.

10. **What is a Team’s contact person?**
Each university Team will be required to nominate a contact person who will communicate regularly with the Organizing Committee, receive updates and respond to requests for information.

This person needs to provide an email address and contact details.

It is advisable that the contact person is a member of the Team (a student or the coach) rather than someone who will not attend the Competition.

11. **What is the role of the coach?**
Each Team can be accompanied by a maximum of two coaches. The coach can be a professor, a lecturer, a co-student or somebody else. Students who have previously participated in the Competition are also permitted to attend as coaches. The coach(es) may advise the Team in its planning and preparation for the Competition. He/she can accompany the team in Paris and attend the mediation sessions.

12. **Is it mandatory for a Team to have a coach?**
No, each Team may be accompanied by one or two coaches but are not so required.

13. **Is it possible to have more than two coaches?**
Teams can be helped in their preparation by more than two coaches, but only two coaches will be able to accompany the team at the Competition.

14. **Can a Team invite guests to observe the Competition?**
No, participating universities cannot be accompanied by any guests or observers.

15. **How long do Teams stay in Paris?**
The Competition runs seven days, from 7 February to 13 February, but many Teams choose to arrive earlier and/or stay longer to enjoy Paris.

Apart from the knowledge and experience gained during the Mediation Sessions of the Preliminary and Final Rounds, the Competition is also a means of sharing intercultural experiences and best practices, networking with other participating students and renowned professionals, and even developing friendships. This also often happens outside the Mediation Sessions, during the social events and trainings.

Thus, the Organizing Committee encourages all participants to arrive at least one day prior to the Competition to ensure adequate rest and timely registration. We also recommend that participants stay until the Finals and Final Cocktail on 13 February 2019 to ensure they get the most out of this unique educational and intercultural experience.
16. **When will we receive our schedule and the confidential information?**

Teams will receive their individual schedules and their confidential information once all teams have been selected and have finalized their registration, usually at the end of October or beginning of November.

17. **How many Mediation Sessions will a Team attend?**

Each Team is challenged with four commercial mediation problems, which are dealt in separate Mediation Sessions during the first three days (the Preliminary Rounds). After these days, depending on the Team’s performance, the Team may enter the Finals (Eighth, Quarter, Semi-Final and Final).

18. **Can Teams observe other mediation sessions than their own?**

Teams can only attend the sessions in which they are having an active role during the Preliminary Rounds and during Final Rounds as long as they are still competing. During final rounds, teams who have been eliminated in previous rounds can observe all sessions (if space allows), and are strongly encouraged to do so, to continue their learning opportunity until the end of the event.

19. **How many Team members compete in one Mediation Session?**

Only two students of each Team are actively involved in each Mediation Session.

20. **What to bring to a Mediation Session?**

Each Team shall bring:

- A printed version of their Mediation Plan (2 copies);
- Printed biographies of each Team member, indicating nationality and native language (2 copies);

Please note that during the Preliminary Rounds, the Organizing Committee cannot provide printing or copying facilities. Teams must therefore ensure that they have adequate copies of their Mediation Plans and biographies for each Mediation Session for which they are scheduled on a particular day.

Team members can also bring:

- A pen and paper;
- Something to drink, such as a bottle of water;
- A calculator;
- a watch or equivalent (stopwatch, timer, etc.).

Use of any other electronic devices, such as mobile phones of any type or any other electronic devices, such as tablets, laptops, etc. and in particular any artefact capable of recording information is not permitted in the room where the Mediation Session takes place. Photographing during the Mediation is also forbidden.
21. Are there trainings for participating universities?
Yes, there will be trainings for Team members on the first day of the Competition. Trainings are not mandatory, but they are highly recommended for all Teams.

22. Can we be in contact with other participating universities or professionals ahead of the Competition?
Yes, provided that exchanges do not relate in any way to current Competition Problems. Once the problems are released, clearance must be sought from the Organizing Committee.

23. Do the universities get a certificate of participation?
Yes, the Organizing Committee will issue each Team member a formal certificate of participation. It will be handed out during the Final.

24. Is the ranking of the Competition published?
Apart from the winning teams, the general ranking of teams is not published. Nevertheless, each team can ask the Organising Committee for their own specific ranking after the Competition.

25. Can universities know their scores?
All scoring sheets will be sent by emails to the participating teams after the Competition.

III. Professionals

1. Who can participate?
Professional mediators and mediation trainers from all around the world are invited to participate in the Competition to take the role of judges or mediators in the sessions. The Competition offers a unique platform to share knowledge, experience and insight with the next generation of dispute resolution professionals.

2. How can a mediator apply for the Competition?
The application process is open from July 2018 until November 2018. Applications from professionals are examined on a rolling basis.

3. How many days should I be available?
Highly motivated students come from all around the world to learn from you. Due to your generous contribution of time and analysis, students are able to learn from your insight, your vast experience, and by doing so they gain a better understanding of mediation and improve their own advocacy skills. Your investment in the profession you love is equal to the guidance and inspiration you give to the next generation of dispute resolution professionals.

It is for these reasons that the Organizing Committee would very much appreciate the professionals being available to participate for as much time as possible during the Competition.

4. Which role will I have in the Competition?
In the application, professionals are invited to indicate whether they prefer to participate as judges or mediators, or both.
Preferences will be respected to the extent possible, but professionals may be asked to participate in a different role than their preferred one.

5. **What are reserve slots?**

In order to provide a smooth Competition for all participants, some additional professionals are scheduled as “Reserve Judges or Mediators” for time slot. This means that they shall be asked to be ‘on call’ in the event that an assigned professional is unable to attend a specific Mediation Session during the Competition.

Professionals who are scheduled as Reserve Judges or Mediators are asked to be reachable by mobile and able to arrive at the location within 10 minutes. The Organizing Committee shall notify all Reserve professionals whether they will be required to attend a particular Mediation Session as soon as all participants are present.

6. **When are the individual schedules provided?**

Each accepted professional will receive an individual schedule, according to the availabilities indicated. The schedule will include all Mediation Sessions in which the professional is required both in an assigned role and as a reserve.

The schedule for professionals will be circulated in December 2018.

Please note that the schedule is subject to changes until the very last moment.

7. **Can I change my availability at a later stage?**

Once you are selected and scheduled for the sessions according to the availabilities you have indicated, we do count on your presence. Cancellations and changes in availabilities at a later stage are highly disruptive for the organization of the event. While we understand that changes may happen in exceptional circumstances, we would be grateful if you could take your commitment as a professional in the Competition as seriously as your other professional engagements.

8. **What do I have to do to prepare for the Competition?**

Professionals **must read the Competition Rules and their annexes**, as well as the general information of all problems before coming to Paris.

Professionals must also read the confidential information of the problems of the rounds in which they are going to take the role of judges.

9. **Is there preparation training for participating professionals?**

Yes, there will be a mandatory preparation training for professionals on Thursday 7 February 2019 at the ICC. Training cannot substitute the mandatory reading.

10. **How can a professional sign up for social events?**

Professionals are invited to the three main cocktails (Welcome, Middle and Final cocktails). No specific registration is needed for these three events.

For other social events, registration or payment of a registration fee may be required. Further details will be provided by the Organizing Committee in due course.
11. **Guests**
Should you wish to bring a guest (for example, your spouse or partner) to sessions and/or to the social events, please contact us prior to the Competition. We have a limited amount of additional space reserved for additional guests. Unfortunately, we are not able to invite your guest free of charge. A registration fee shall be paid prior to the Competition.

12. **What is a conflict of interest?**
Before the Competition, all professionals must declare if they have any real or perceived conflict of interest with the teams participating in the Competition. It is therefore mandatory to disclose any relationships with any Team’s university, a Team member, a Coach or a person affiliated with a Team which may influence your neutrality, impartiality and independence during the Competition.

Without this statement (or a statement of independence if there are no conflicts), professionals cannot be scheduled in any active role in the Competition.

13. **What does a professional need to submit before the Competition?**
Each professional needs to submit:

- Availabilities for the Mediation Sessions;
- Statement of independence/conflicts of interest;
- Short written biography and picture to be published in the Competition brochure.
- Registration for social events other than the three main cocktails (if any);
- Registration for guests (if any);

All information will be requested by the Organizing Committee once the professional is accepted. Only a rough indication of the availabilities need to be shared during the online application.

14. **What to bring to a Mediation Session?**
Each professional shall bring:

- General Information of the Problems;
- Confidential Information (This only applies for Judges. Please make sure this is not accessible by anyone but you);

The Score Sheets for the Judges and the Competition Rules will be available in each room.

IV. **Sponsoring**

1. **Who can become a sponsor?**
ICC offers different levels of sponsorship and media partnership opportunities for each event separately but also provides for combined-event packages that allow sponsors to maximize their visibility and benefits. All packages will be customized to meet your specific marketing objectives. Partnership agreements will be executed on a first-come, first-served basis.
2. How to become a sponsor?
Sponsorship opportunities are numerous – ranging from physically hosting Mediation Sessions during the Competition, to sponsoring social events, providing Competition materials and financial contributions.

Please visit the Competition website to read more about sponsorship opportunities or contact Sara Debenedetti at iccmediationcompetition@iccwbo.org.

We would be delighted to discuss our different sponsorship opportunities with you.

V. Travel Information

1. Accommodation
ICC is regrettably not in a position to cover any travel and accommodation costs for Teams or professionals. However, all participants are provided with an accommodation list, including preferential rates for Competition participants.

You shall receive the accommodation list once being accepted by the Organizing Committee.

When booking, please mention that you would like to benefit from the ICC preferential rates.

2. Visa
Please make sure you are aware of the visa regulations from your country.

If a visa is required, ICC can assist by writing an invitation letter for participants accepted by the Organizing Committee, only once registration is completed and (if applicable) the registration fee has been paid. Please note that ICC cannot obtain visas on behalf of Teams. Each Team will be directly responsible for securing their visas.

The following information must be submitted to the Organizing Committee with the request for an Invitation Letter:

- Address of the French Consulate or Embassy to which the request is directed (usually in the state or country where your university or you are located);
- Full Names of Team members as they appear in their passports;
- Passport numbers;
- Dates of birth;
- Dates of issuance of passport;
- Dates of expiry of passport;
- Nationalities of Team members as they appear in their Passports.

Obtaining a visa may take several weeks. We do advise all participants to start the procedure as soon as they receive the confirmation of acceptance from the Organising Committee.

In particular, we strongly advise participants to obtain their visas before the winter holiday season in Europe (21 December 2018 – 2 January 2019) as both the French authorities and the Organising Committee may have limited opening hours in that period. Failing to finalize the procedure in advance may result in significant delays or in avoidable rejections.