

## Technical Guidelines

In light of the COVID-19 pandemic and travel restrictions, the oral hearings of Moot Shanghai 2021 will be held online. This Guidelines includes technical guidance for arbitrators and participating teams to attend the oral hearings on Zoom.

The Organizing Committee advises all arbitrators and participating teams to read these Technical Guidelines in advance of the competition. Should you require any technical assistance in using the platform, please feel free to contact the Organizing Committee via email, [mootshanghai@163.com](mailto:mootshanghai@163.com)

### Part 1 Pre-Meeting Preparation

#### 1. Software

Although you can access Zoom from all devices, via browser or app, the Organizing Committee strongly recommends downloading the app on your device for a stable user experience. You can download the official Zoom app at the following link: <https://zoom.us/download>.

Kindly note that you do not need to get a licensed account (i.e., a paid account) for the purpose of participating in Moot Shanghai.

If you are not familiar with Zoom settings, you are encouraged to attend Zoom's daily live training webinars at <https://support.zoom.us/hc/en-us/articles/360029527911> before participating in the oral hearing.

#### 2. Virtual Venue

The Virtual Venue will be Zoom meetings hosted on professional accounts maintained by hosting law firms.

In each meeting, there will be:

- (1) The Main Room, where you first enter the Zoom meeting, which can also be used for mingling.
- (2) The Breakout Rooms, where you conduct your oral hearing.

Arbitrators and participating teams may enter the Zoom meeting by typing in the meeting ID or by clicking the meeting invitation link, both of which will be available in the email sent to your registered email address or on the Moot Shanghai website.

Upon entrance of the main meeting room, the meeting host will assign arbitrators and participating teams to their designated breakout rooms for the oral hearing sessions.

#### 3. Username

Please make sure that your usernames follow the examples below **before** logging into Zoom:

- **Arbitrator- Name**
- **Tnumber C/R- Name** (for Oralists only. E.g: **T01 C-Tom Smith**)

# Moot Shanghai 2021

Shanghai – 8-12 March 2021



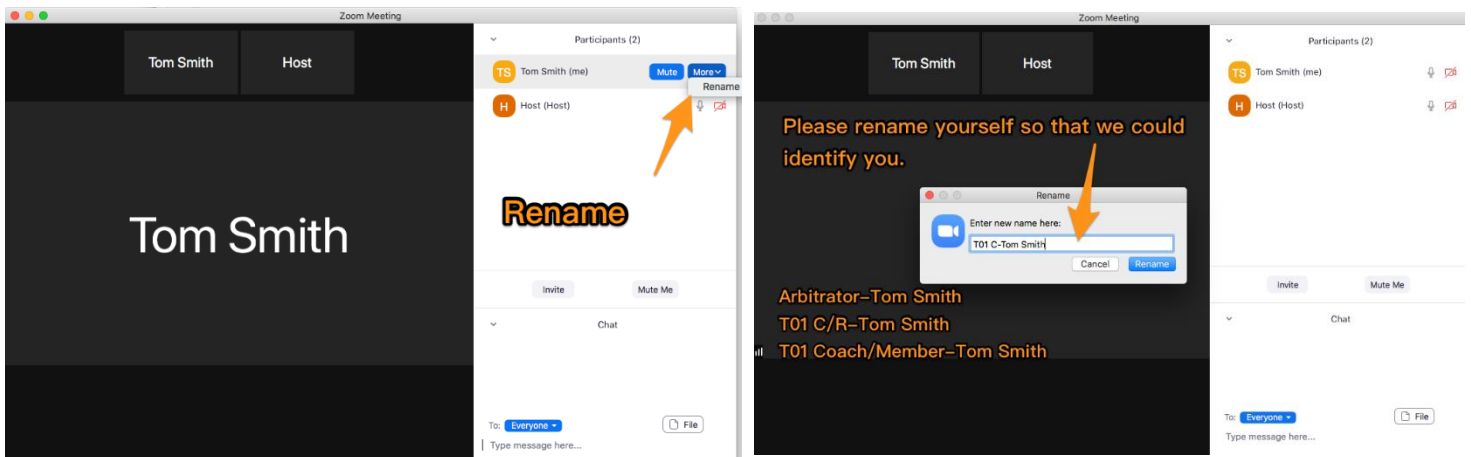
- **Tnumber Coach/Member- Name** (for coaches, other members. E.g: **T60 Member-Tom Smith**)

## Please note:

**T**= Team, **number** = your assigned team number, 01,02...59, 60.

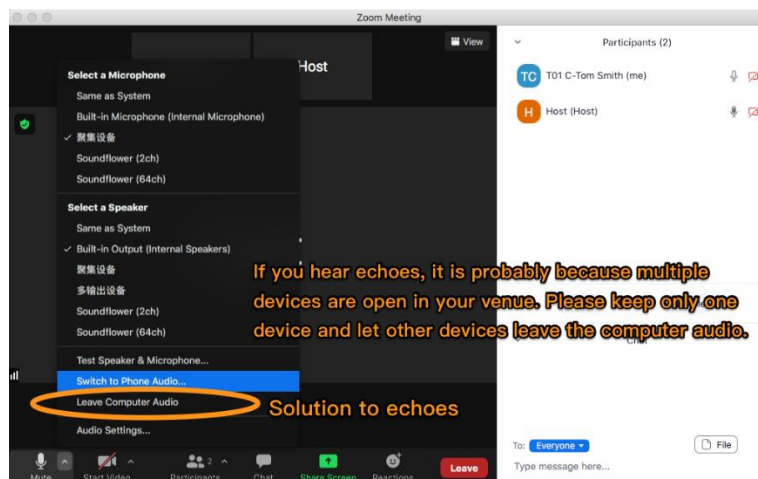
**C**=Claimant, **R**=Respondent

**Name**=your registered name (not characters' name from the moot problem)



## 4. Audio

It is recommended that each team only use **one** device for audio at the same venue for the avoidance of unexpected echoes or noises. Please remember to mute yourself when you are not speaking.



## Part 2 Oral Session

### 1. Attendees

Team Members are only allowed to attend their own oral hearing. Owing to the limited capacity of the Zoom license (no more than 100 attendees), the hosts have to deny any entry of viewers to join the Zoom meeting if it is beyond the license's capacity.

### 2. Oral Hearing Session

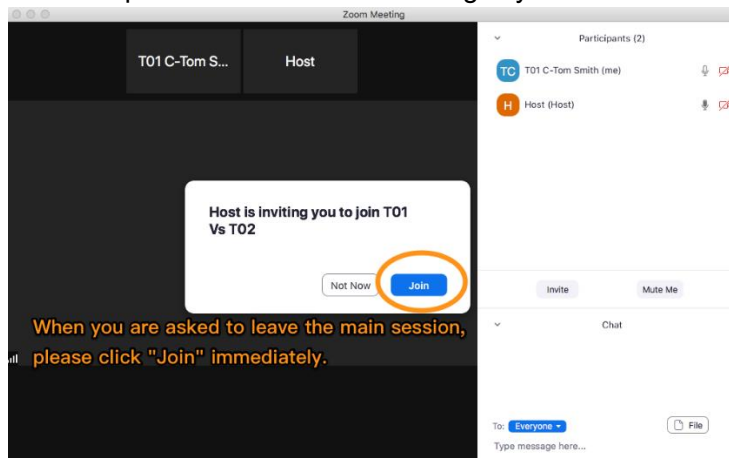
# Moot Shanghai 2021

Shanghai – 8-12 March 2021



## (1) Entering the Breakout Room

Please accept "Join" as soon as possible when the host assigns you to the breakout room for oral hearing.



## (2) Screen Sharing

If both teams agree (when agreeing on the order of arguments), the tribunal may permit oralists to share their screen to draw the tribunal's attention to demonstrate their submissions.

## (3) Comment and Scoring

The tribunal will provide feedback and comments based on oralists' performance after each oral hearing. Afterwards, all participating teams are required to leave the Zoom meeting to give the tribunal privacy while discussing the scoring.

## Part 3 Technical Failures

If you encounter any emergency technical failures during the oral hearing, please contact the emergency contact person of the Organizing Committee:

**Ms. Vera He**, +86 152 0196 6937

**Ms. Nan Shu**, +86 131 2209 1082