



**2019-2020 ICC INTERNATIONAL COMMERCIAL
MEDIATION COMPETITION
HONG KONG | 11-14 NOVEMBER 2020**

Frequently Asked Questions

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This document provides information to participants based on questions that were frequently asked during the previous ICC International Commercial Mediation- Hong Kong Competition (the “ICC-HK Competition” or the “Competition”): In case of doubt, please refer to the ICC (HK) 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 Competition?

The ICC International Commercial Mediation Competition – Hong Kong (the “Competition” or the “ICC-HK Competition”) is an annual mediation competition organized by International Chamber of Commerce (“ICC”) – Hong Kong (“ICC-HK”). The ICC HK Competition is based on the ICC Mediation International Commercial Mediation Competition held in Paris each February (the “ICC Paris Competition”); its winning team is guaranteed a place in the ICC Paris Competition. Teams from business and law schools, as well as internationally renowned mediators and professionals from around the world participate in the Competition.

The 2019-2020 Competition will take place from Wednesday 11 November 2020 until Saturday 14 November 2020. In view of the continuing COVID-19 Pandemic the Competition will be held on-line (virtually).

The event lasts four days, with the opening on the evening of first day, 11 November 2020, preliminary and knockout rounds between 12 and 14 November 2020. and the rounds over the other three days. During the Competition, participants will apply the ICC’s Amicable Dispute Resolution (ADR) Rules aiming to settle commercial dispute scenarios that have been drafted for the Competition by a Drafting Working Group of international mediation experts. These Problems will be circulated beforehand to the competing Teams for their preparation. Each Team will also have to prepare a brief written analysis of the Problems in a Mediation Plan.

During the Competition, the Organizing Committee will arrange workshops where mediation professionals will share their experience, insight and best practices with their fellow colleagues and students.

2. Where does the Competition take place?

The Competition will take place online, organized in Hong Kong. Details about the online platform for the Competition will be available on the Competition website shortly.

3. What is the official language of the Competition?

The official language of the Competition is English.

4. Who can apply to the Competition?

University Teams including business and law schools from local and international universities from all around the world are invited to participate.

Trained and experienced Mediators from around the globe are invited to participate as volunteer Mediators, Judges, Coaches in the Competition, and/or Competition case authors.

Volunteers are invited to apply to participate in the Competition as *Mediation Session Supervisors* or assistants and help with upcoming tasks during the event. If you are interested in becoming a Volunteer for the 2020 Competition, please send your application including your CV and a cover letter to the Organizing Committee at: iccmmediationcomphk@gmail.com, and indicate your availabilities.

5. What is a Mediation Session?

“Mediation Session” means the timeframe of 150 minutes (Preliminary Rounds) or 135 minutes (Final Rounds) which include the actual mediation (85 minutes).

During each mediation one Competition Problem will be addressed. Two Competing Teams participate in each Mediation Session.

One assigned professional will act as the Mediator while two additional professionals will be judging the Teams’ performance.

The Competing Teams will appear in a virtual room together with the Mediator and the Judges. A trained volunteer will provide access to the virtual room and support the process. No one else is allowed to interact with the Competing Teams while the Mediation Session is ongoing.

6. What is a Mediation Problem?

Each international commercial dispute case study (Mediation Problem or Problem) consists of both General and Confidential Information.

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 prior to the Competition 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 present the Requesting Party or Responding Party (role). Depending on their role, Teams receive Confidential Information in addition to the General Information to prepare for their Mediation Session.

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

7. Who is the Organizing Committee?

The Organizing Committee is the official ICC – Hong Kong group in charge of managing the Competition. In case of questions or concerns, you can contact them at: iccmmediationcomphk@gmail.com

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 2020 Competition Rules.

8. Where can I find “up to date” information on the Competition?

The most recent information about the Competition will be available on the Competition website: www.iccmediationcomp.hk

II. Universities

1. Who can participate?

Students from any university around the world can participate in the Competition. In order to enable as many eligible 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.

For the exact eligibility criteria, please see the **Competition Rules**.

2. How can a university apply to the Competition?

The application will open shortly until 19 October 2020.

All universities who wish to submit a Team to the Competition must submit an application form by email to iccmediationcomphk@gmail.com.

The registration fee per Team is HK\$2,000 per team an early-bird cut-off of Close of Business 28 September 2020 (confirmed with payment), and HK\$3,000 per team thereafter.

Full payment of the registration fee shortly prior to the event is mandatory before final acceptance by the Organizing Committee. Teams which do not proceed with the payment of the registration fee within the timeline granted by the Organizing Committee 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.

Once selected, the Teams will be contacted by the Organizing Committee with further information about their participation (registering online, paying the registration fee, indicating the Team composition, etc.).

Universities may use their own internal selection process to choose their Team members, within the limits imposed by the Eligibility criteria, according to the 2019-2020 Competition Rules. The composition of the Teams is subject to final approval by the Organizing Committee, who will verify that the eligibility criteria are respected.

3. 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).

During the Mediation Sessions, one Team member takes on the role of Counsel and one Team member takes on the role of Client.

Two universities can jointly bring one team to the Competition.

4. 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. For example, such a contact person may be a member of the Team or the coach.

5. What is the role of the coach?

Each Team can be accompanied (online) 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 ICC-HK mediation competitions are also permitted to attend as coaches. The coach(es) may advise the Team in its planning and preparation for the Competition.

6. Does every team have to have a Coach?

No, each Team may be accompanied by one or two coaches but are not so required.

7. Can a non-university coach be provided?

The Organizing Committee may be able to find a coach from your city or region who will be willing to assist your team. You must make this preference clear in your team's application. However, the Organizing Committee cannot guarantee any coaching support.

8. How many Mediation Sessions a Team will attend?

Each Team is challenged with a number of commercial mediation problems, which are dealt in separate Mediation Sessions during the first one and a half days (the Preliminary Rounds). After these days, depending on the Team's performance, the Team may enter the Knock-out rounds.

9. How many Team members compete in one Mediation Session?

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

10. What to bring to a Mediation Session?

Each Team shall submit by email to the Competition iccmediationcomphk@gmail.com [] hours before the scheduled session a printed biography of each Team member, indicating nationality and native language. 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.)

Save for a computer by which the competitors log into the online hearing room 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 online room where the Mediation Session takes place. Photographing during the Mediation is also forbidden.

11. Can universities have sponsors?

Yes, Teams are permitted 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 at the earliest opportunity. Please contact the organizing committee for further details.

12. Are there trainings for participating universities?

Yes, there will be training online for Team members. The times and log-in details will be published on the Competition website closer to the time of the Competition.

13. How can a Team sign up for training?

Once a Team is accepted by the Organizing Committee to participate in the Competition, each Team will be provided with all necessary registration information.

14. Do the universities get a certificate of participation?

Yes, the Organizing Committee will issue each Team member a formal certificate of participation afterwards.

III. Professionals

1. Who can participate?

Trained Mediators from all around the world are invited to participate as volunteers in the Competition. The Competition offers a unique platform to share knowledge, experience and insight with the next generation of dispute resolution professionals.

The Organizing Committee will select professionals who are trained mediators and have experience in conducting commercial mediations.

2. How can a Mediator or Judge apply for the Competition?

The application process will open shortly until 19 October 2020, and is available through the Competition website.

3. What are the availabilities during the Competition?

Availabilities are days which professionals reserve for the Competition. The availabilities need to be indicated during the application process.

Based on indicated availabilities, preferences and the decision of the Organizing Committee, an individual schedule, including all applicable Mediation Sessions and locations, shall be provided after the application period is closed and selections have been made.

4. How many days should one be available?

Highly motivated students from all around the world participate 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, your 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.

5. What are reserved slots?

In order to provide a smooth Competition for all participants, some additional professionals shall be scheduled as “Reserve Judges or Mediators” for each Mediation Session. 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 log in to the Competition 15 minutes before the starting time for each session. 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, including all applicable Mediation Sessions and locations, prior to the Competition after the application process has been closed.

7. What does a professional need to submit before the Competition?

Each professional needs to submit:

- Availabilities for the Mediation Sessions;
- Registration for guests (if any);
- Statement of independence;
- Short written biography and picture to be published in the Competition brochure

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

8. Is there preparation training for participating professionals?

Yes, there will be online training for professionals. All professionals are encouraged to attend and share best practices and tips with both new and experienced participating professionals. All Professionals must attend a mandatory training session on the afternoon of Wednesday 11 November 2020 which will be held on line – details to be provided.

9. 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.

10. How can a Professional sign up for social events?

We look forward to your participation at the official Opening on the 11 November 2020.

IV. Sponsoring

1. Who can become a sponsor?

ICC – Hong Kong offers different levels of sponsorship, media partnership opportunities and corporate supporter packages for each event separately but also provides for combined-event packages that allow sponsors to maximize their visibility and gain.

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 hosting Mediation Sessions during the Competition, to sponsoring online social events, providing Competition materials and financial contributions.

Please visit the Competition website to read more about sponsorship opportunities or contact iccmediationcomphk@gmail.com.

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