International Dispute Resolution Centre

Vis Moot Handbook

For Arbitrators

Prerequisites

We recommend all arbitrators to use a desktop or laptop device for the Vis Moot. As back-up, you can also join with phones, tablets or iPads.

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
- Separate device or a second screen for accessing other applications required during the Vis Moot e.g. emails.

Joining Vis Moot Hearing as Arbitrator

All virtual hearings are conducted with the help of Zoom.

1. Sign up with Zoom

    i.   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 as first contact email address in your arbitrator account to ensure you will be pre-assigned to the correct Arbitrators Room.

    ii. Please ensure you download the Zoom Client for Meetings (found here: https://zoom.us/download)

    iii. Ensure you are logged in on the Zoom App prior to the event (it will look like the following image below)
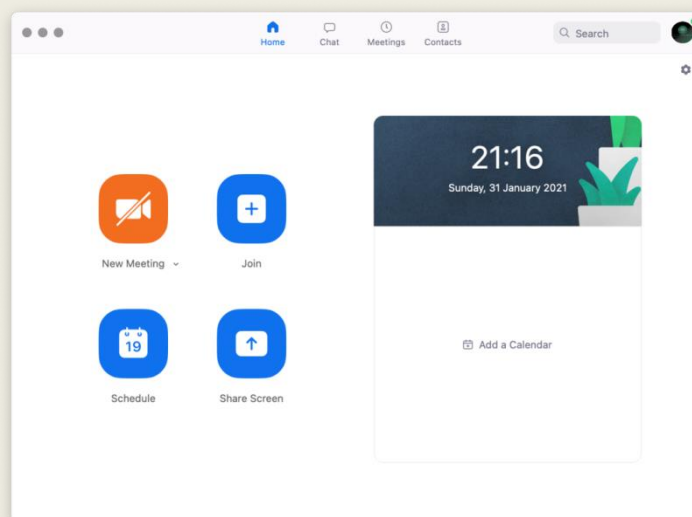
If the first 3 steps have not been performed, you won't be allowed to join the meeting.

2. Once you have completed all of the above, click the link in your arbitrator account to join the session. You must log in with your full name + "(ARB)" at the end e.g. "John Smith (ARB)"
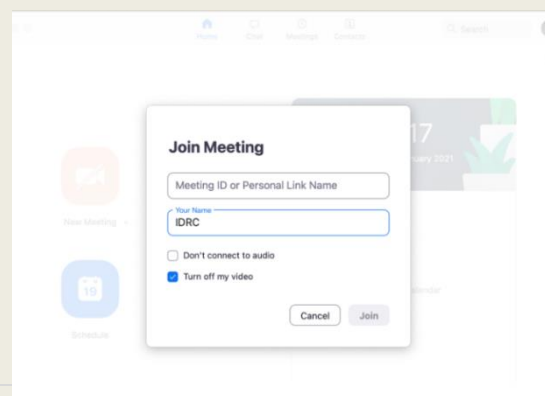
Waiting Room

1. After joining by the link, you will enter the Waiting Room (see image below) and the Moderator will admit you as soon as possible. Please join up at least 15-20 minutes before the start of the hearing.
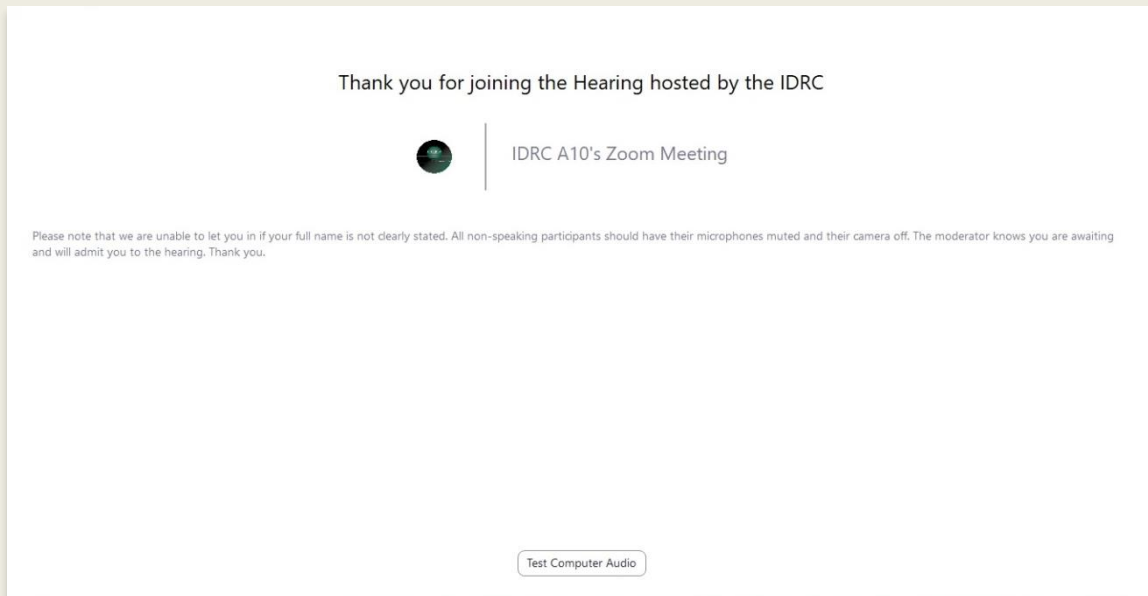

2. Once admitted, you will enter the Assembly Room and should see something similar to the below image. The Moderators will name themselves so you know who to address if help is required. They will remain in the Assembly Room unless assistance is needed in a particular Hearing Room.
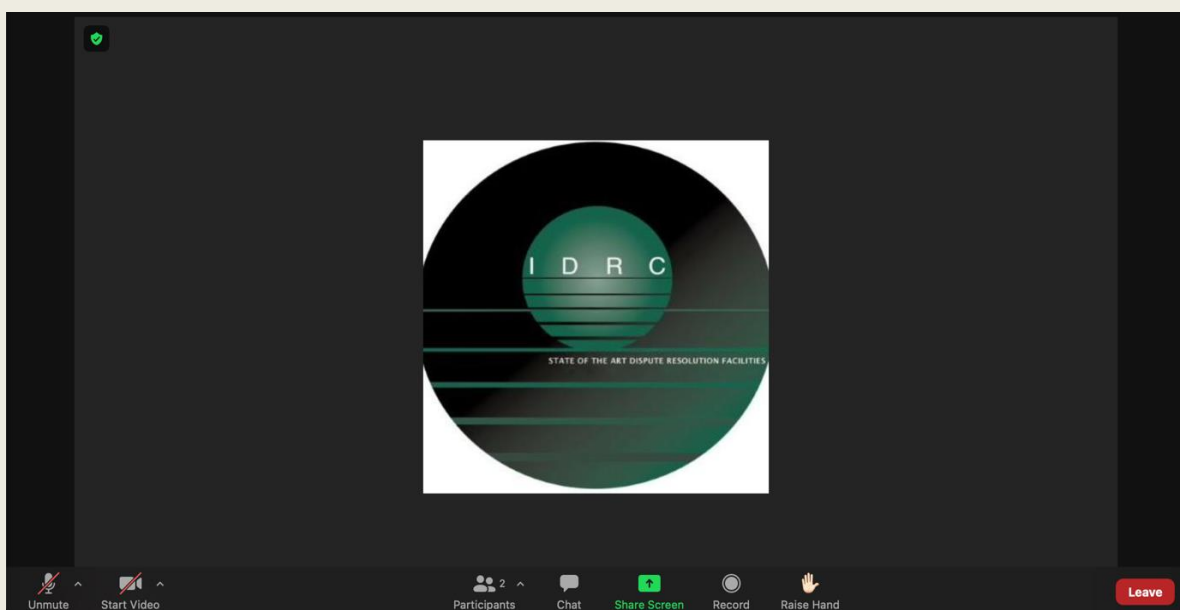
Hearing Rooms (Breakout rooms)

1. The breakout room feature will be used. All rooms will be named with the party names which you are supposed to arbitrate (e.g. University of Sydney -v- University of Eastern Finland). For purposes of the Vis Moot, there will be a separate Arbitrators Room also named with the party names together with "ARB" for you to deliberate in before and after each round. The room or party names may be abbreviated. Please see the example below for University of Sydney –v- University of Eastern Finland. Before you enter the respective Hearing Room, you will be admitted to the Arbitrators Room in order to meet your co-arbitrators. As soon as you discussed the hearing with your co-arbitrators, you can ask the Moderator (further details on page 8) to move you to the Hearing Room.

   – Room Name: "U of Sydney v U of East Finland"
   – Respective arbitrator room: "ARB U of Sydney v U of East Finland"

2. When moving to the actual Hearing Room you may see a notification requesting you to join, like the image below.
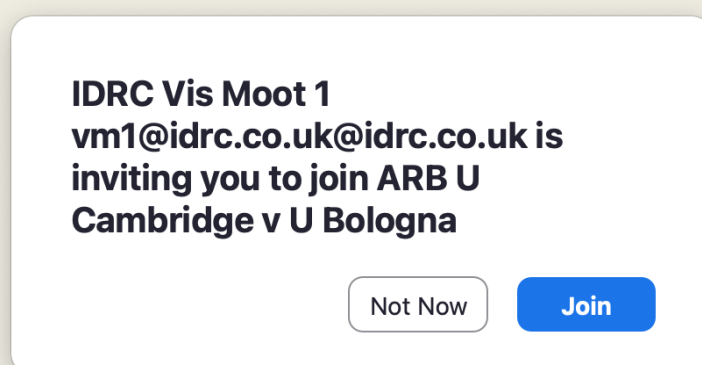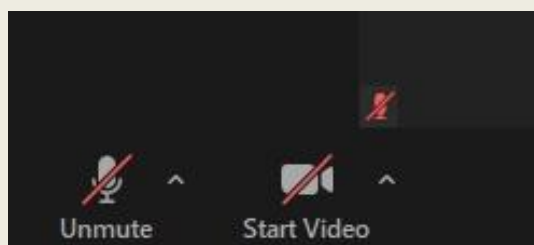

3. If you miss the notification, do not see one or accidentally clicked on "Not Now", you can manually join the Hearing Room by clicking on the "Breakout Room" button. This is located at the bottom of your screen.
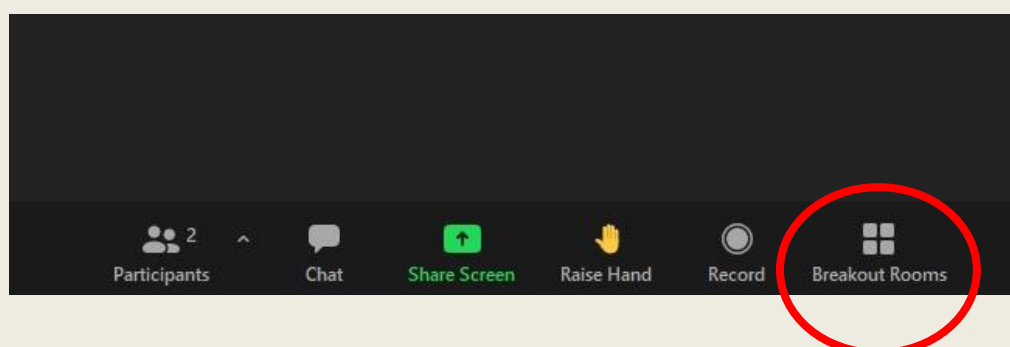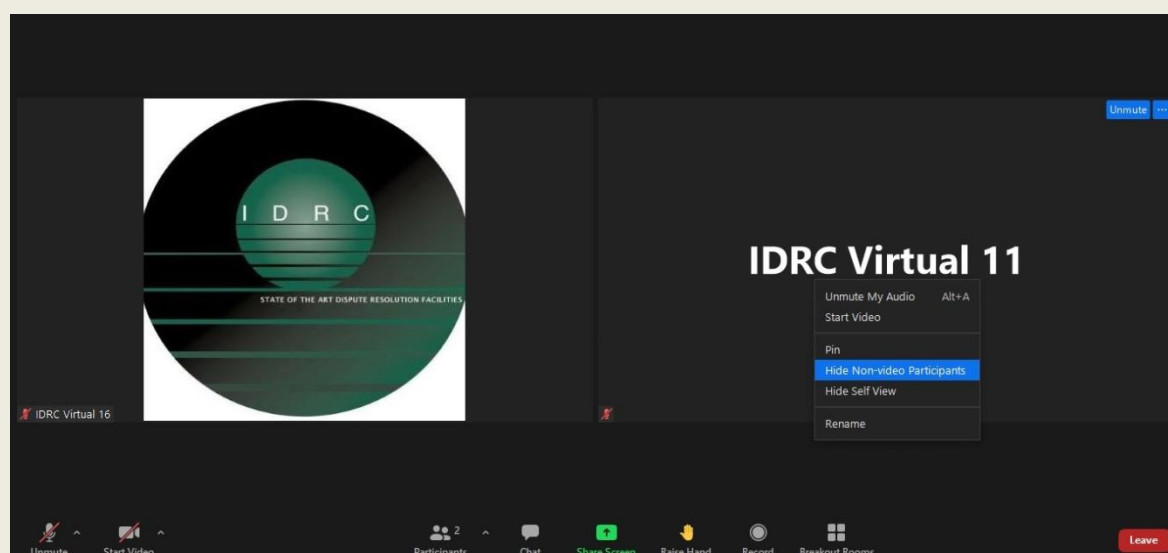
During the Moot - Audio and Video

1. When you are not speaking, please ensure you are muted.

2. 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).


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

During the Moot – Adjust Video Order

1. You can shuffle the videos around on your own screen to any way you want by dragging and dropping them. In order to do so, you must first ensure that the non-video participants are showing on your screen by clicking on the "View" button(see Page 5) When you are in "Show Non-Video Participants" mode, you are likely to see a lot of black boxes with names or profile photos on your screen.

2. When you hover your cursor over any one of the video boxes, the cursor will then become a small hand. At this point, you can click and drag the video box to anywhere you want on the screen.
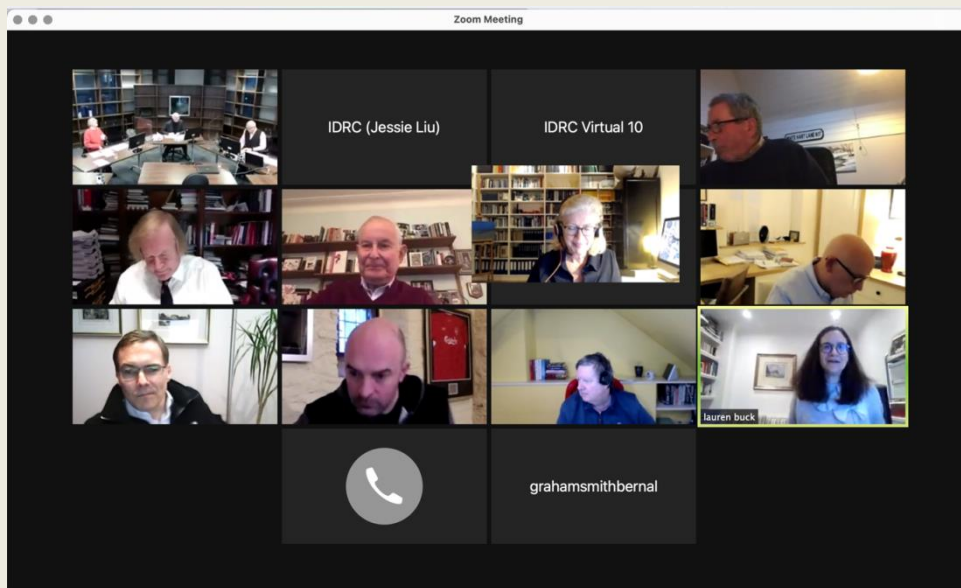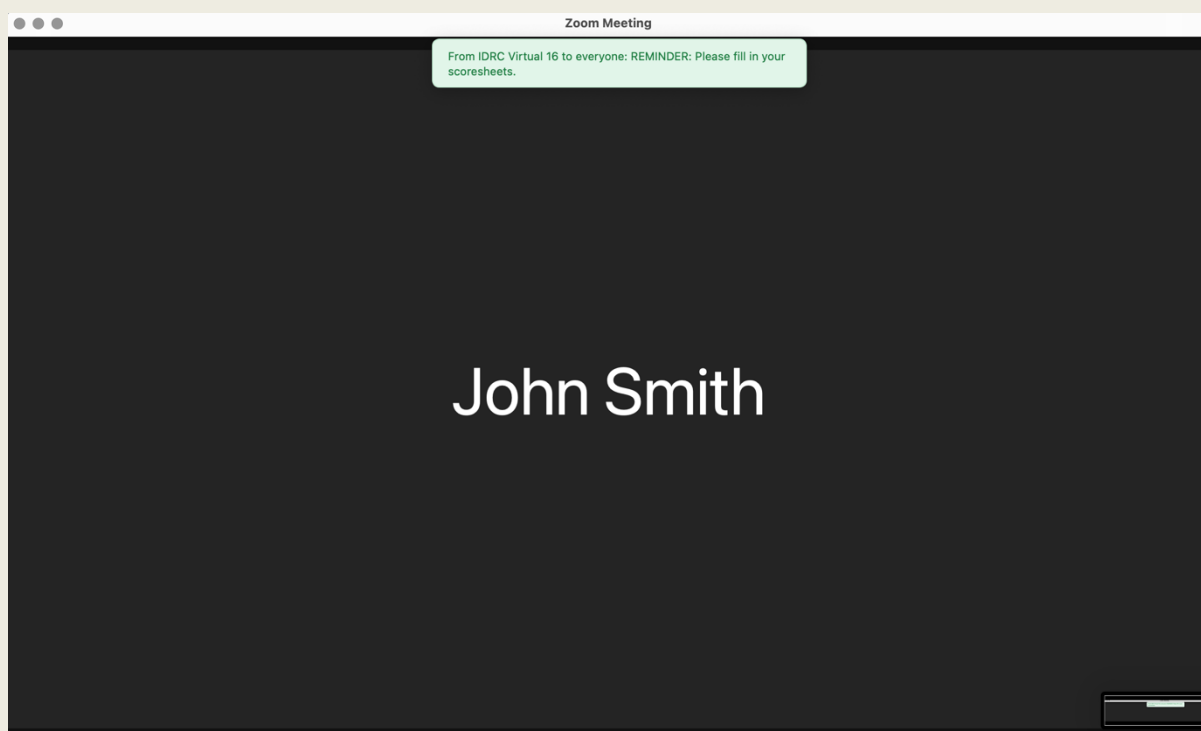

Before

After

During the Moot – Reminders

1. The Moderator will send a reminder to fill in the score sheet (a message like the below) which will appear at the top of your screen when you are in the Hearing Room. Completed score sheets will need to be sent to secretariat@vismoot.org right after the session concludes.
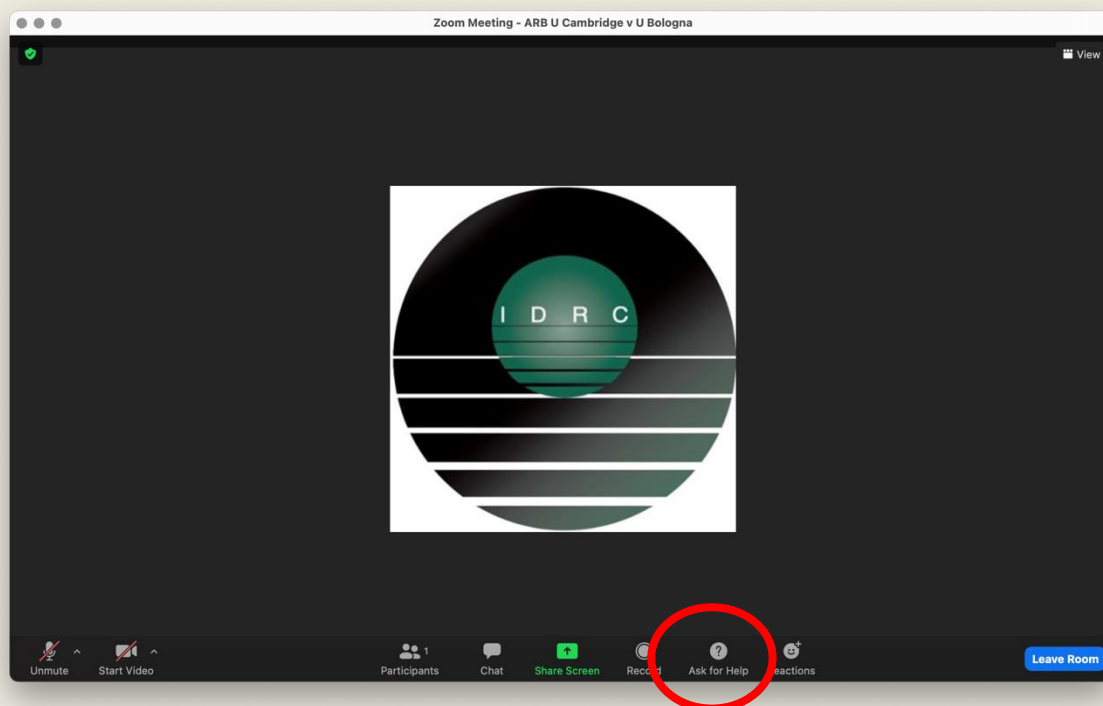
During the Moot – Ask for Help

1. If at any point of the Moot you require the Moderator's help, you can click on the question mark button which says "Ask for Help" underneath. A pop-out will ask you to "Invite Host". Once clicked, the Moderator will be alerted to join your room to assist.


2. Please be aware that your Moderator may be busy assisting others and you may see the below notification if that is the case. Rest assured that the Moderator is notified and will join your Hearing Room as soon as possible.
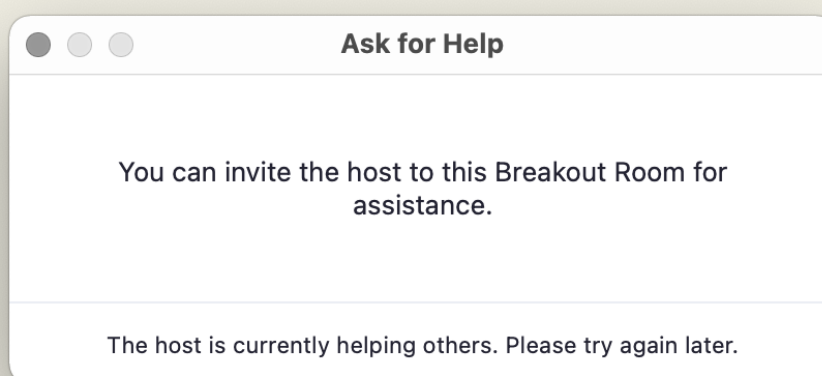
End of the Moot

1. Once the Moot concludes, you just need to bring yourself back to the Assembly Room by clicking on the blue "Leave Room" button at the bottom right corner of the screen, and then "Leave Breakout Rom".
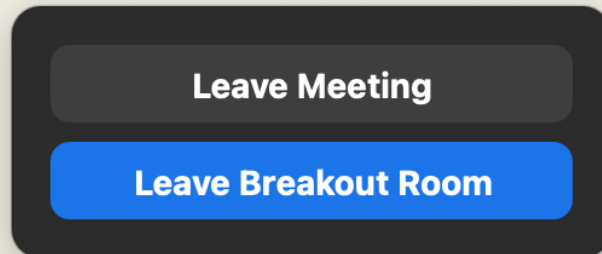
2. Our Moderators will see you return to the Assembly Room and then assign you to your respective Arbitrators room for deliberation. For example, arbitrators for "U Cambridge v U Bologna" will be assigned to "ARB U Cambridge v U Bologna".
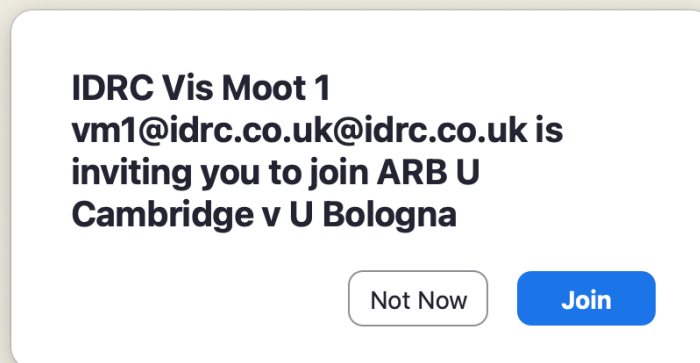
3. If you miss this notification, follow the steps on page 4 to locate this function.

4. The Teams will stay in the Hearing Room until you return to give them feedback. In a similar manner, once you are finished with your private discussion, please return to the Assembly Room once more and our Moderators will put you back into the respective Hearing Room.

5. Once that round is concluded and you no longer need to stay in the meeting, you can disconnect from the meeting entirely by clicking on "Leave Room" at the bottom right corner of the screen, and then "Leave Meeting".
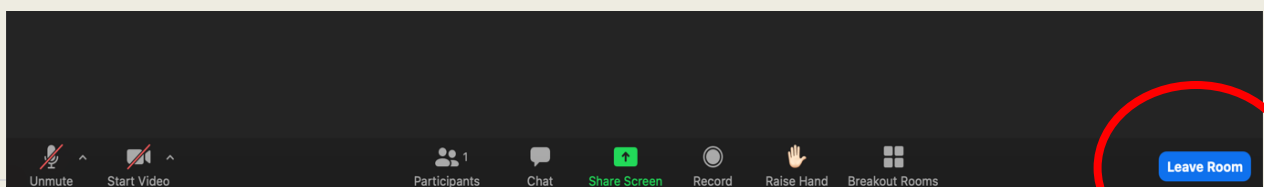
Reserved (Emergency) Arbitrators

Due to the nature of this year's moot, some arbitrators are faced with last minute technical issues and thus drop out shortly before the start of the hearing. Due to that, we need more emergency arbitrators than usual. Our rounds start at 08:30, 10:30, 12:30, 14:30 and 16:30 CET/CEST (from the 28 March onwards) and if you are available for a session, please use our online "waiting room".

How to access?

In order to be able to access our virtual "waiting room"/Slack, you will have to go through a short registration process. Please register as soon as possible – some of you already have a registration from the previous year.

IF NOT ALREADY REGISTERED (SAME PLATFORM AS FOR THE 27th VIS MOOT) FOLLOW THE BELOW STEPS

1. Open the following link: https://join.slack.com/t/vismootemergency/shared_invite/zt-nj7pyqjp-W37G0ZPAkA9y~yiVCl2Y3g

2. Enter your e-mail address.

3. Open your mailbox. Click on the message from 'Slack' titled 'Confirm your email address to join Willem C. Vis International Commercial Arbitration Moot: Emergency Arbitrators'.
If you cannot see this message, wait a few minutes. If the problem persists, check your spam folder.

4. Once received, click on the 'Confirm e-mail address' button in the e-mail message.

5. In the page that opens, enter your full name and a password. This is your own password which you will be using later to access the platform. Click 'no' under the newsletter offer.

6. Finally, click 'Create account'. The title page of the virtual "waiting room" will open. On this page, do not follow any of the steps 1 to 6. Instead, simply go to the purple sidebar on the very left of the page. Here, click on '#allgroupchat' under the subtitle 'Channels'

7. In case everything is in German and you wish to change the language to English, please follow these simple steps in addition to those above:

- Point to the purple sidebar on the very left of the page. On the top, click on 'Willem C. Vis International…'

- Choose 'Persönliche Einstellungen'.

- In the pop-up window, click on 'Sprache und Region'. Under 'Sprache', choose English.

- Your waiting room language is now set to English.

8. Your access to the virtual "waiting room" for emergency arbitrators is ready. You can close the page.

IF ALREADY REGISTERED

1. Open http://vismootemergency.slack.com

2. Log in with your e-mail address and password (if not already saved by your browser).

3. When missing an arbitrator, we will contact you via the private message function and check conflicts with you. If all is ok, we will forward you as the access link to the online hearing room.

Please complete the registration as described above as soon as possible. If you have any questions or issues, please contact us immediately at reserve-arbitrators@vismoot.org or admin@vismoot.org