

International Dispute Resolution Centre

# Vis Moot Handbook

For Participating Teams



# Prerequisites

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We recommend all participants 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.

Additional items required:

- Name tag that is visible throughout the entire hearing
- Pen and paper
- Glass/Bottle of water

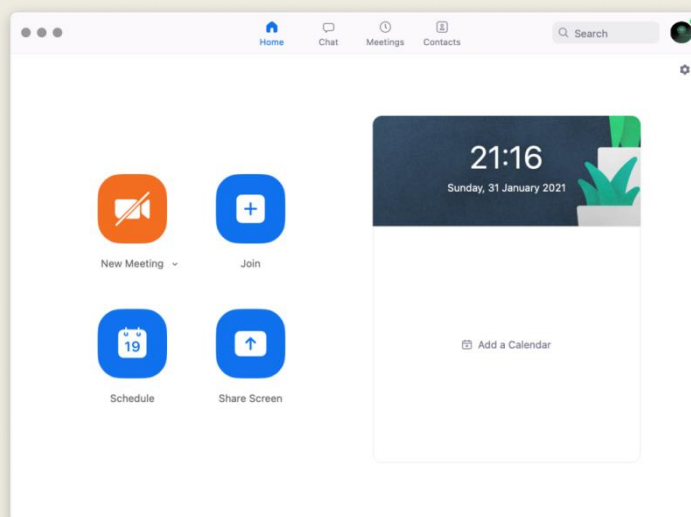
# Joining a Vis Moot Hearing as a Team

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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 in your Vis Moot team account to ensure you will be pre-assigned to the correct Hearing Room.
- ii. Please sign up using the following format for your name: ABBREVIATED TEAM NAME, SURNAME + INITIALS (see examples below)
  - For Ivan Franko National University of L'viv: IFNU L'VIV, SMITH L
  - For New York Law School: NYLS, DOE J
  - For University of Amsterdam: U AMSTERDAM, EDWARDS C
  - For West Bengal National University of Juridical Science: WEST BENGAL NUJS, HILL R
- iii. Please ensure you download the Zoom Client for Meetings (found here: <https://zoom.us/download>) or if you already have the application downloaded, please check that it is the latest version.
- iv. Ensure you are logged in on the Zoom App prior to the event (it will look like the following image below once you have logged on)



**If the first 3 steps have not been performed, you won't be allowed to join the meeting.**

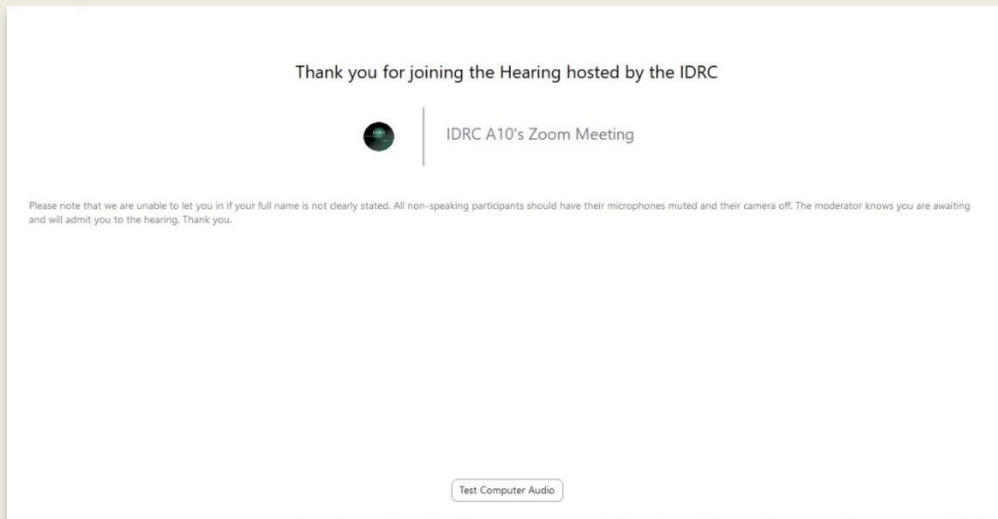
2. Once you have completed all of the above, click on the link provided in your team account to join the session.

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.

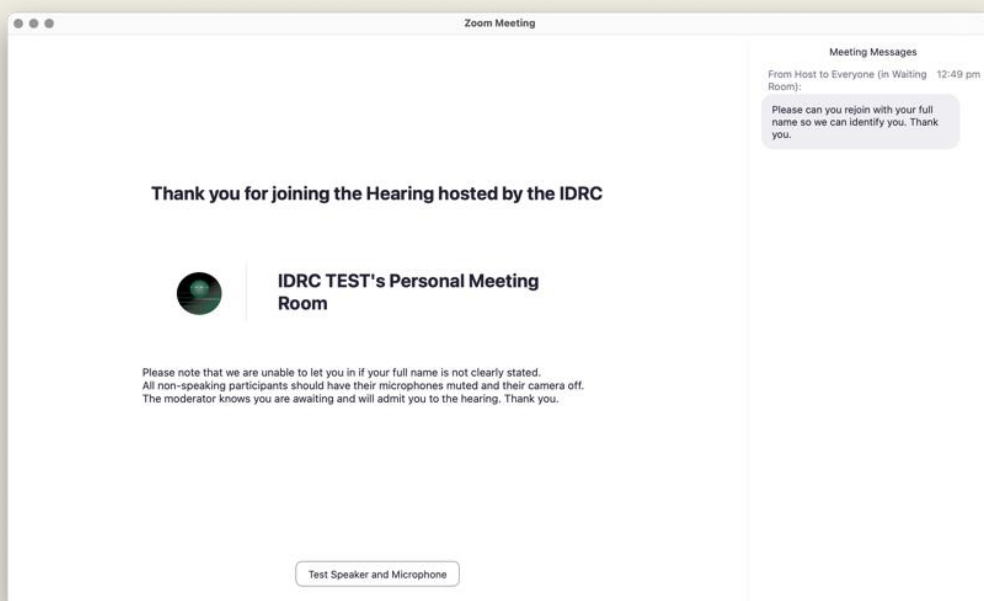
## Waiting Room

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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.

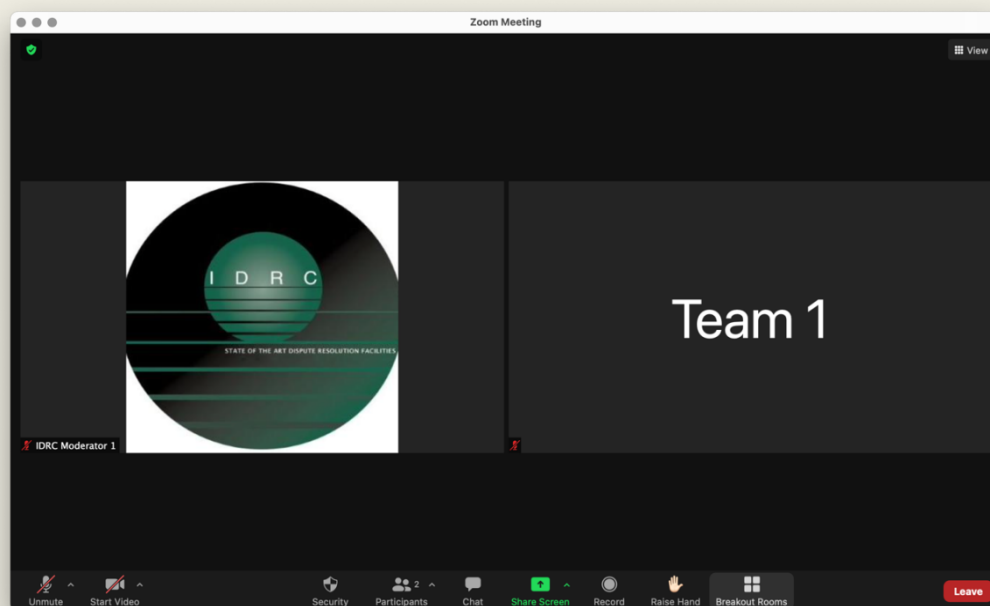


2. If we are unable to identify you on the list provided, the Moderator may send you a message within Zoom asking you to re-join the Vis Moot hearing with your Full Name / Team Name.

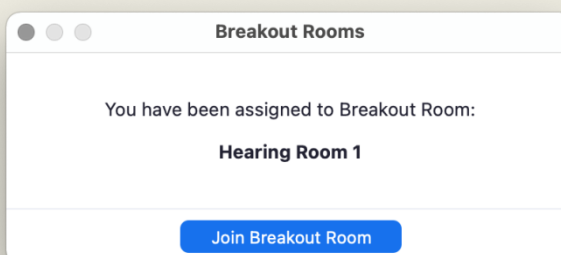
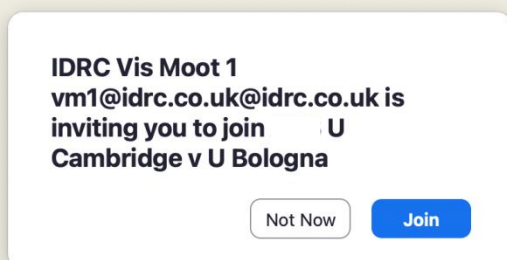


# Hearing Rooms (Breakout Rooms)

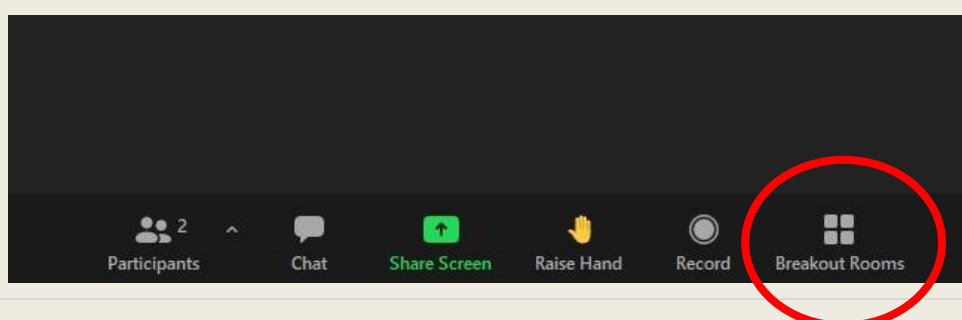
1. Once admitted, you will enter the Assembly Room and should see something similar to the below image. The Moderator will join with their name and remain in this Assembly Room to offer assistance to anyone who may need it.



2. You will then be assigned to your respective Hearing Room (via the “Breakout Room” feature on Zoom) and may see something like the two images below:



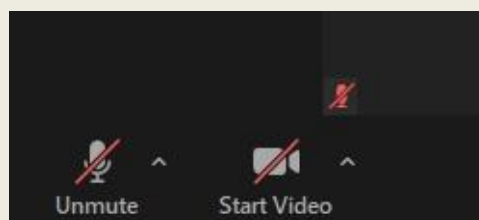
3. If you miss the notification for joining your Hearing Room or accidentally clicked on “Not Now”, you will be able to locate the “Breakout Rooms” button at the bottom of your screen.



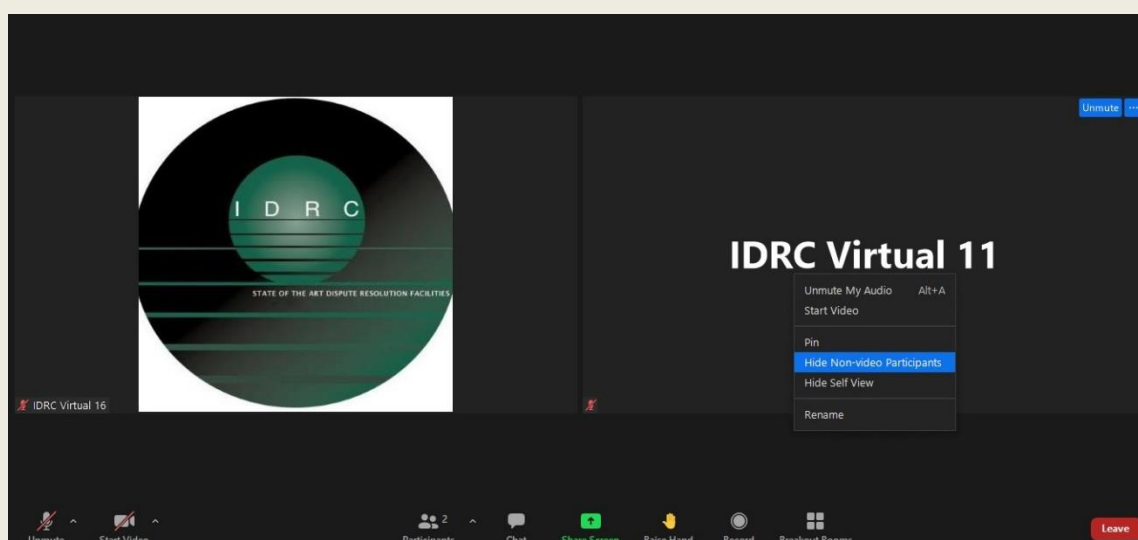
# During the Moot – Audio and Video

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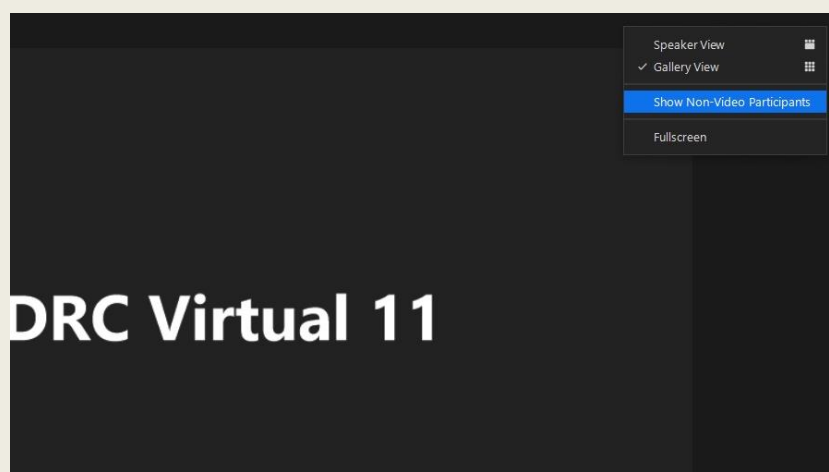
1. If you are not an active participant, please ensure your video is off and muted at all times. If you are active but not speaking temporarily, please check that you are muted.



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).



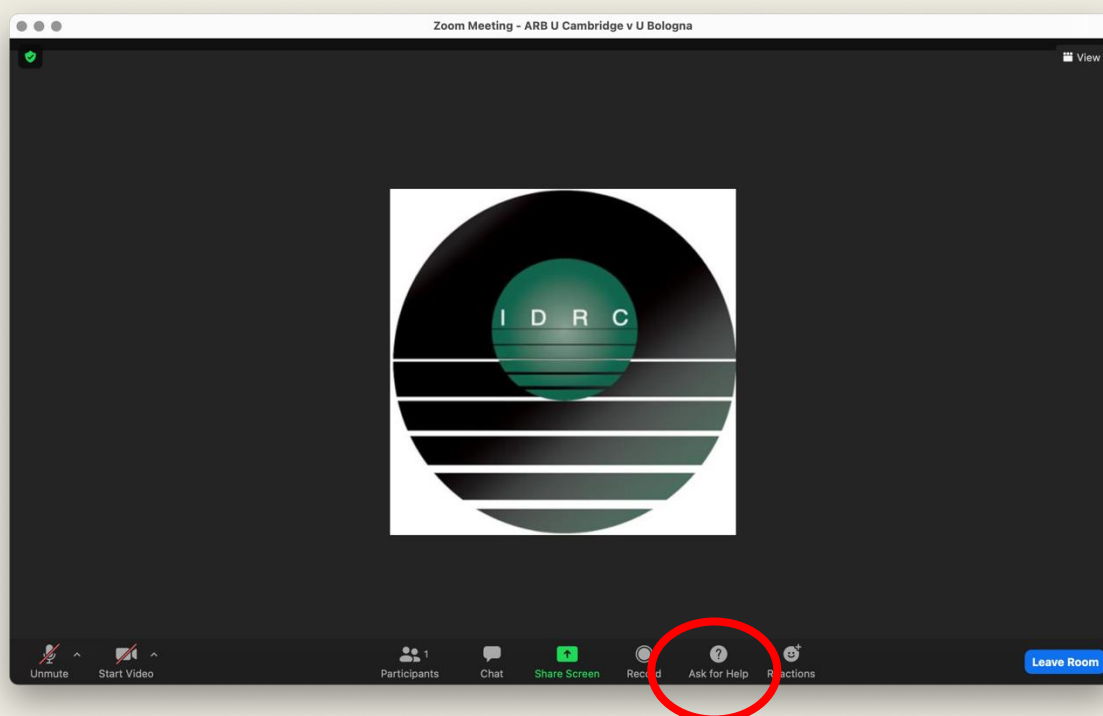
3. In order to reverse the process, you can click on the “View” button on the top-right corner and select “Show Non-Video Participants”.



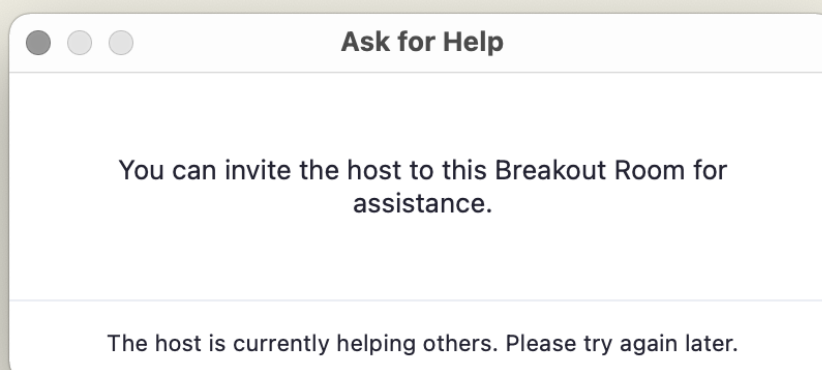
# During the Moot – Ask for Help

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1. If you require a Moderator’s assistance at any point of the Moot, you can click on the question mark button at the bottom of the screen that says “Ask for Help”. A pop-out will ask you to “Invite Host”. Once clicked, the Moderator will be alerted to join your room to assist.



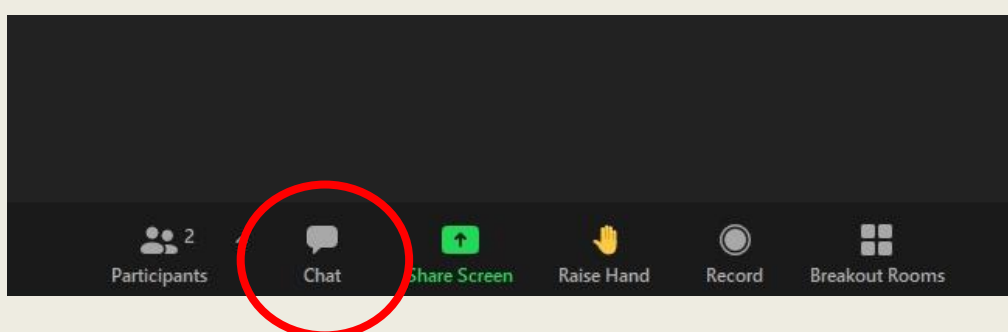
2. Please be aware that your Moderator may be busy assisting others and you may see the below notification if that is the case. Rest assured that the Moderator will be notified and will join the Hearing Room as soon as possible.



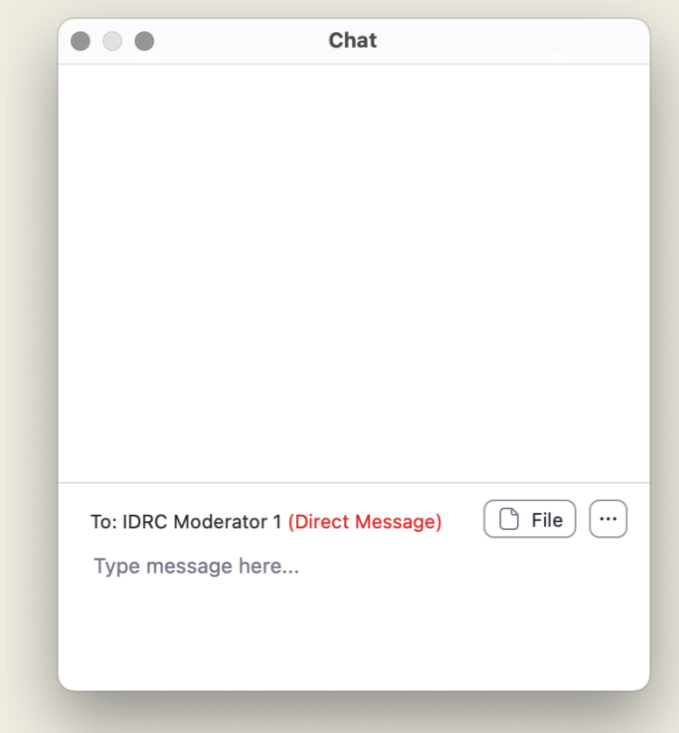
# During the Moot – Chat Function

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1. Pleaders should write their names in combination with the respective institution name in the Chat before you start to plead the case. This shall help the arbitrators to complete the scoresheets properly.
2. You will also 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.



3. The chat may be integrated on the side panel or it may appear as a pop-out but will look something like the below image.



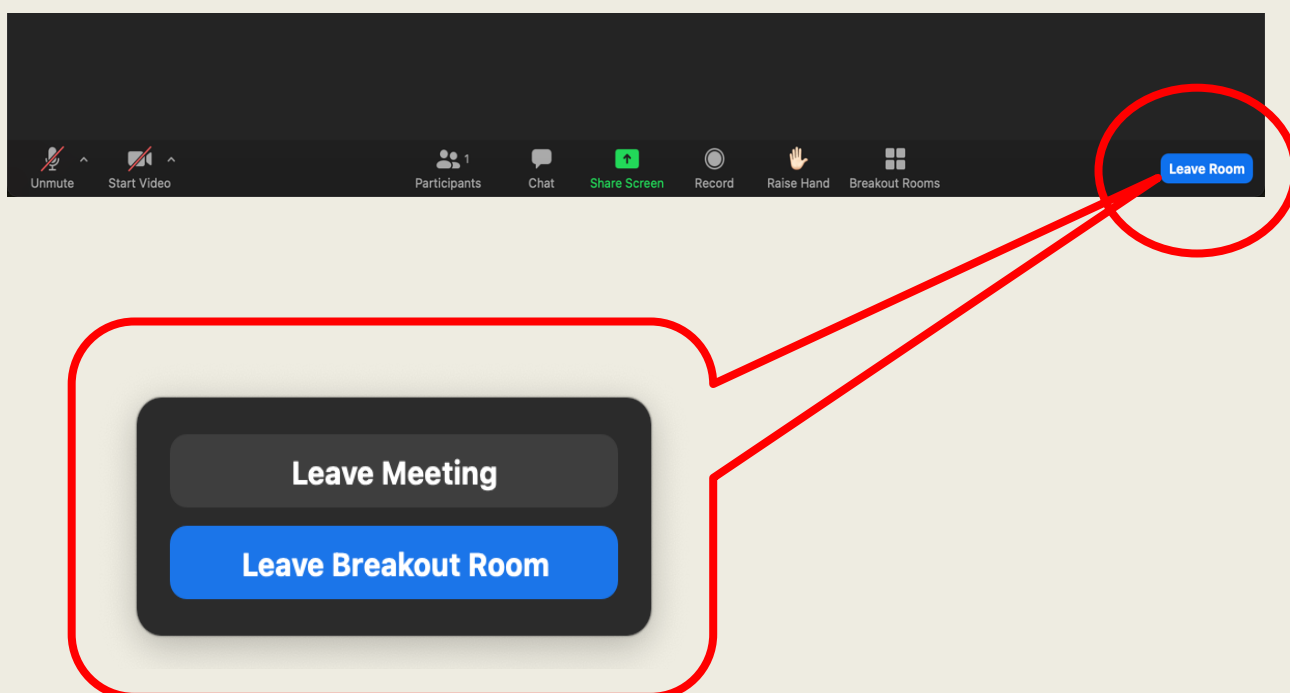
4. To speak to a member of your team, you will need to select the respective name from the “To” list otherwise be aware that any messages sent via the Chat during a Moot session will be visible to all participants in that Hearing Room, including the Arbitrators.



# End of the Moot

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1. Once you have concluded your argument, the Tribunal will leave and move to a private room for deliberation. You will simply need to stay in the Hearing Room until the Tribunal returns.
2. When the Hearing finishes, you can then disconnect from the meeting itself by clicking on “Leave Room” and then “Leave Meeting”.



3. Please then prepare to join your next Moot, following the same instructions.