

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:

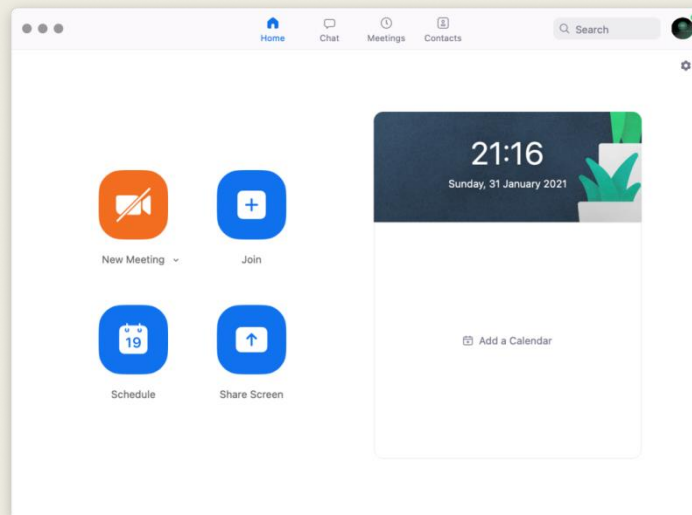
- HD webcam
- High quality microphone
- Keyboard and mouse
- Separate device or a second screen for accessing other applications required during the Vis Moot e.g. emails.

Joining Vis Moot Hearing as Arbitrator

All virtual hearings are conducted with the help of Zoom.

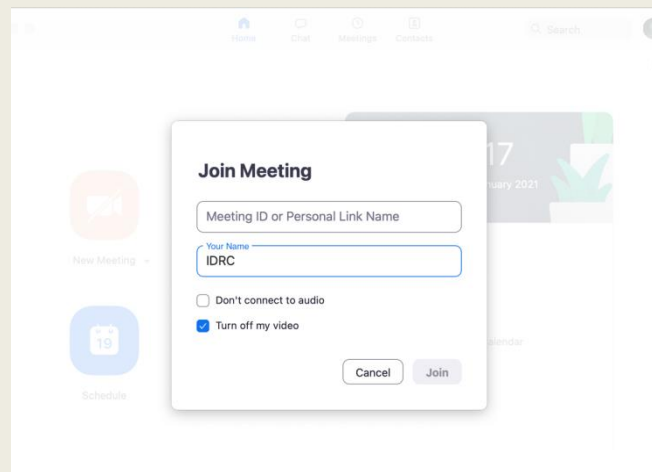
1. Sign up with Zoom

- 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.
- 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)



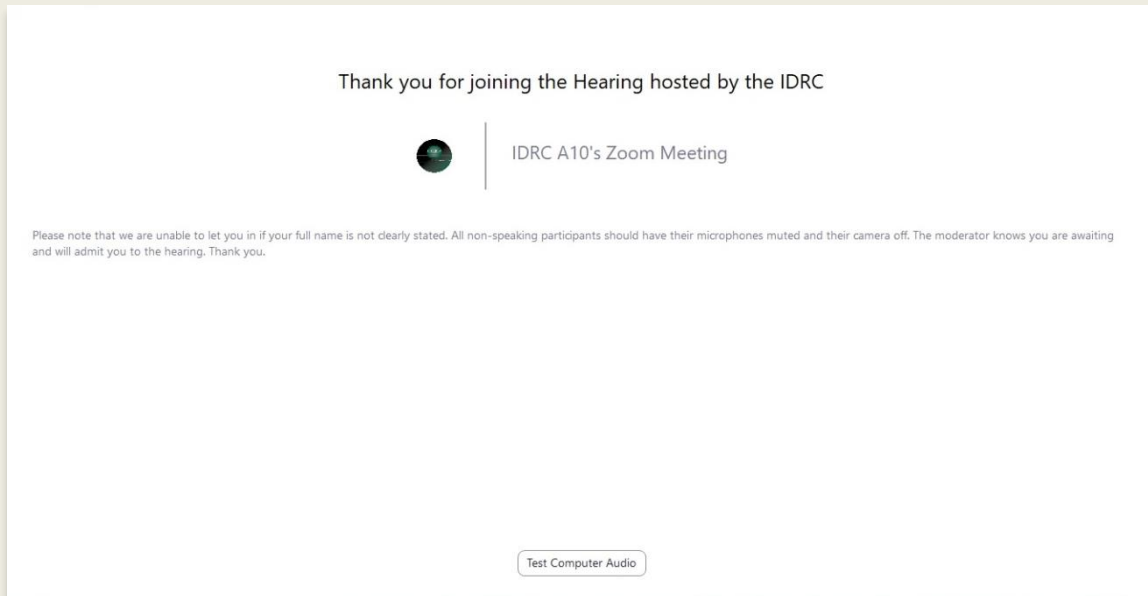
If the first 3 steps have not been performed, you won't be allowed to join the meeting.

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)”

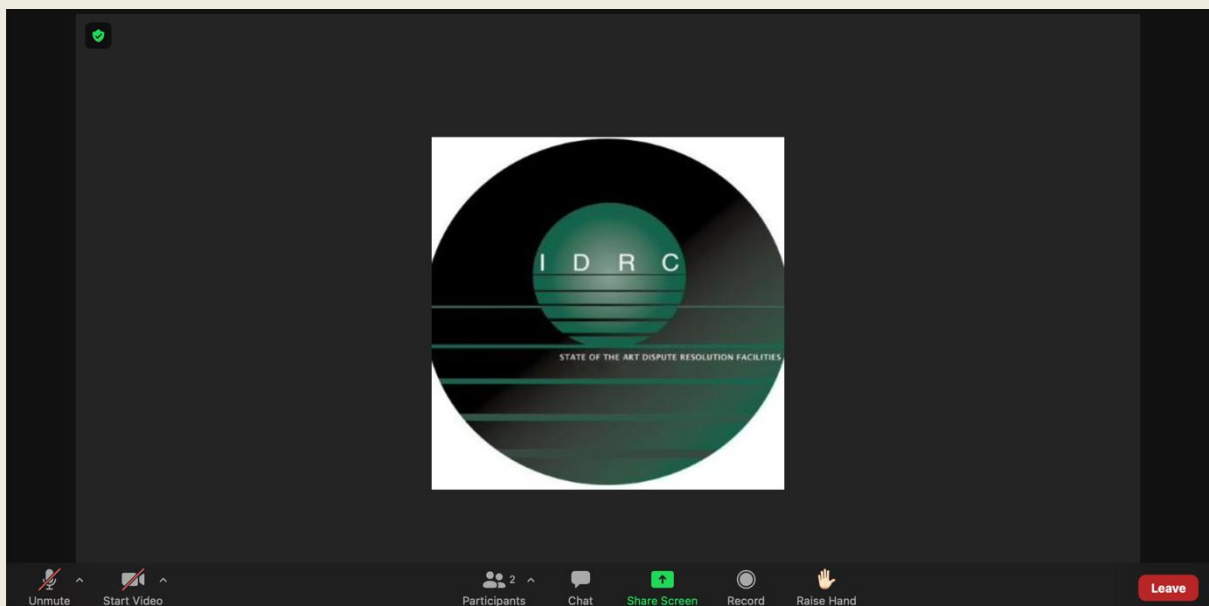


Waiting Room

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.

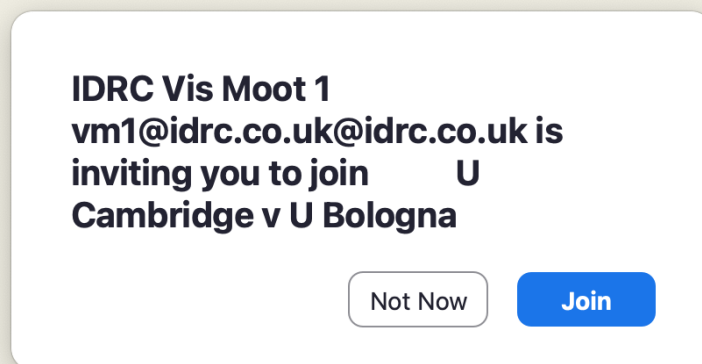


2. Once admitted, you will enter the Assembly Room and should see something similar to the below image. The Moderators will name themselves so you know who to address if help is required. They will remain in the Assembly Room unless assistance is needed in a particular Hearing Room.

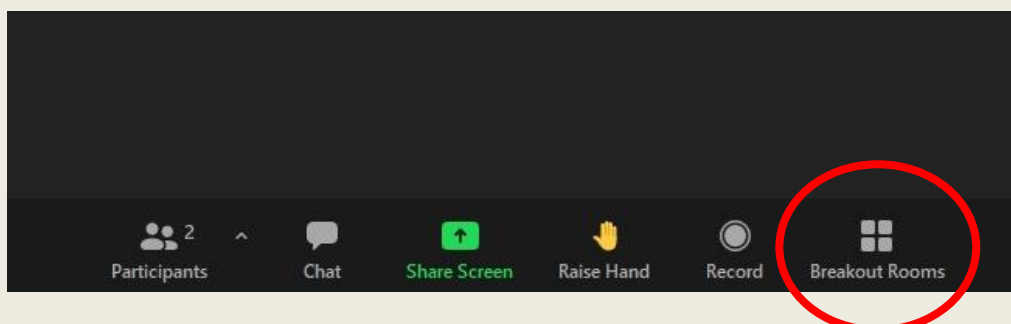


Hearing Rooms (Breakout rooms)

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.
 - Room Name: “U of Sydney v U of East Finland”
 - Respective arbitrator room: “ARB U of Sydney v U of East Finland”
2. You will be pre-assigned to a Hearing Room and may see a notification requesting you to join, like the image below.

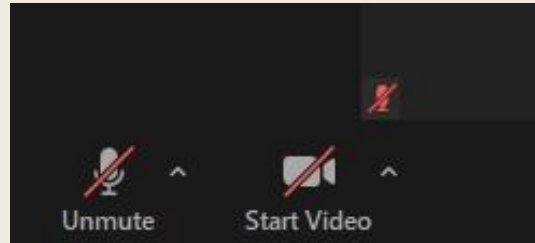


3. If you miss the notification, do not see one or accidentally clicked on “Not Now”, you can manually join the Hearing Room by clicking on the “Breakout Room” button. This is located at the bottom of your screen.

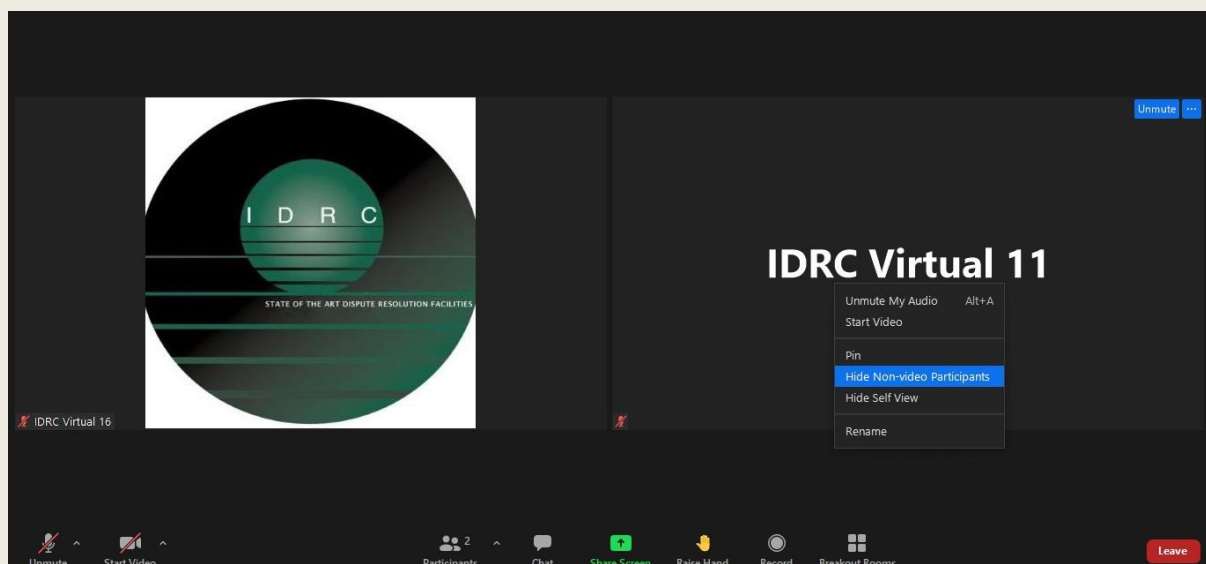


During the Moot - Audio and Video

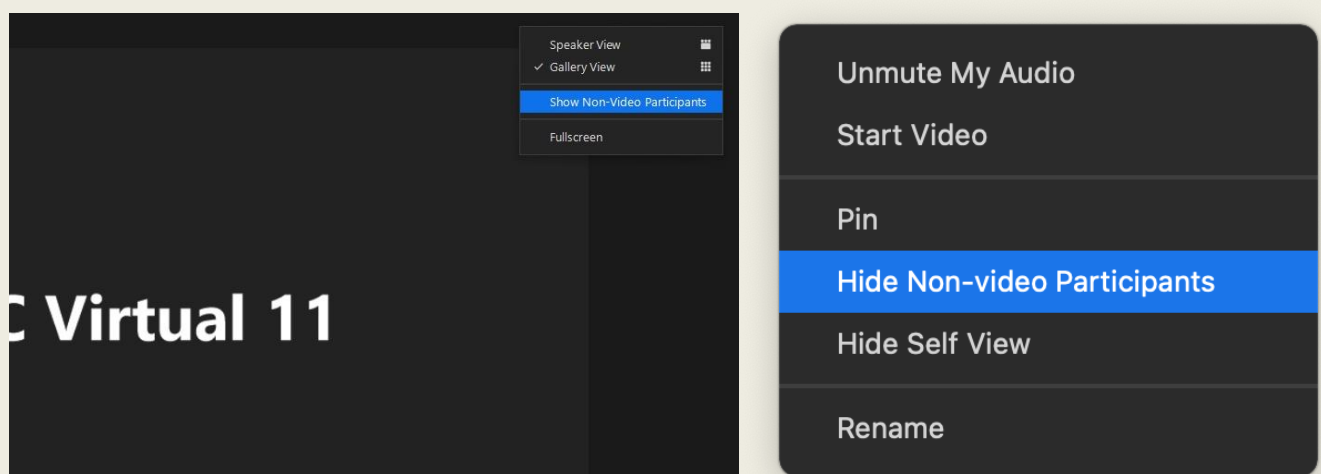
1. When you are not speaking, please ensure you are muted.



2. You can “Hide Non-Video Participants” in order to focus on active speakers only by right-clicking on any black video box (“non-video participant”).

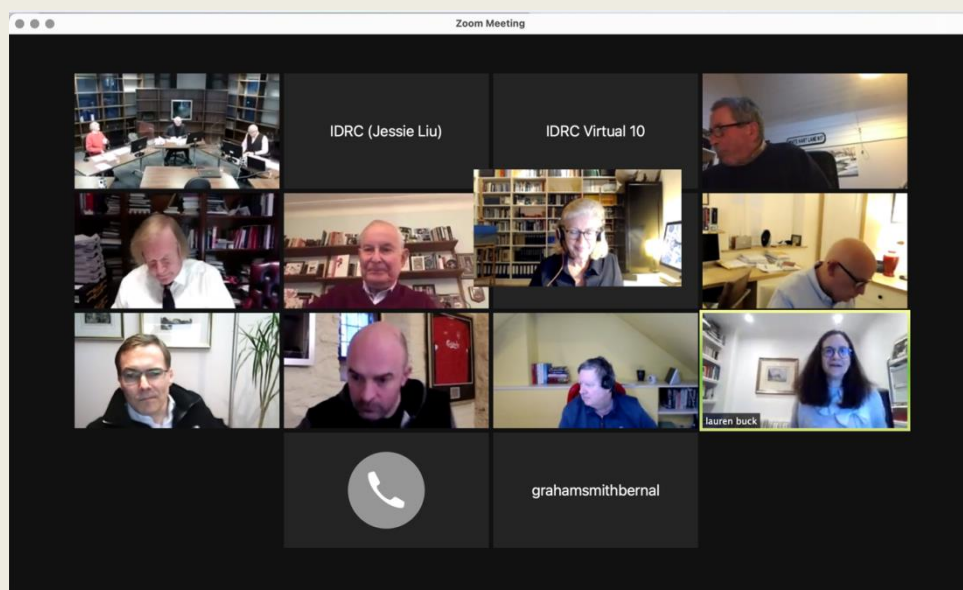


3. In order to reverse the process, you can click on the “View” button on the top-right corner and select “Show Non-Video Participants”.



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 “During the Moot – Audio and Video”. 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.



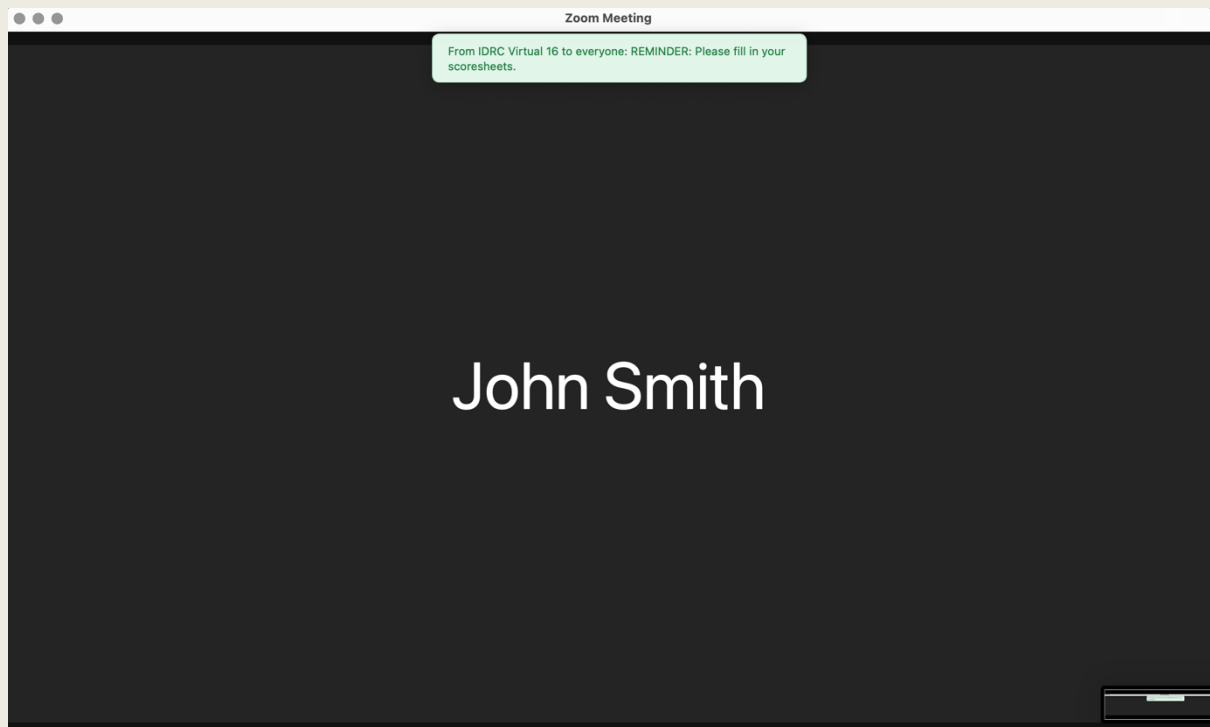
Before



After

During the Moot – Reminders

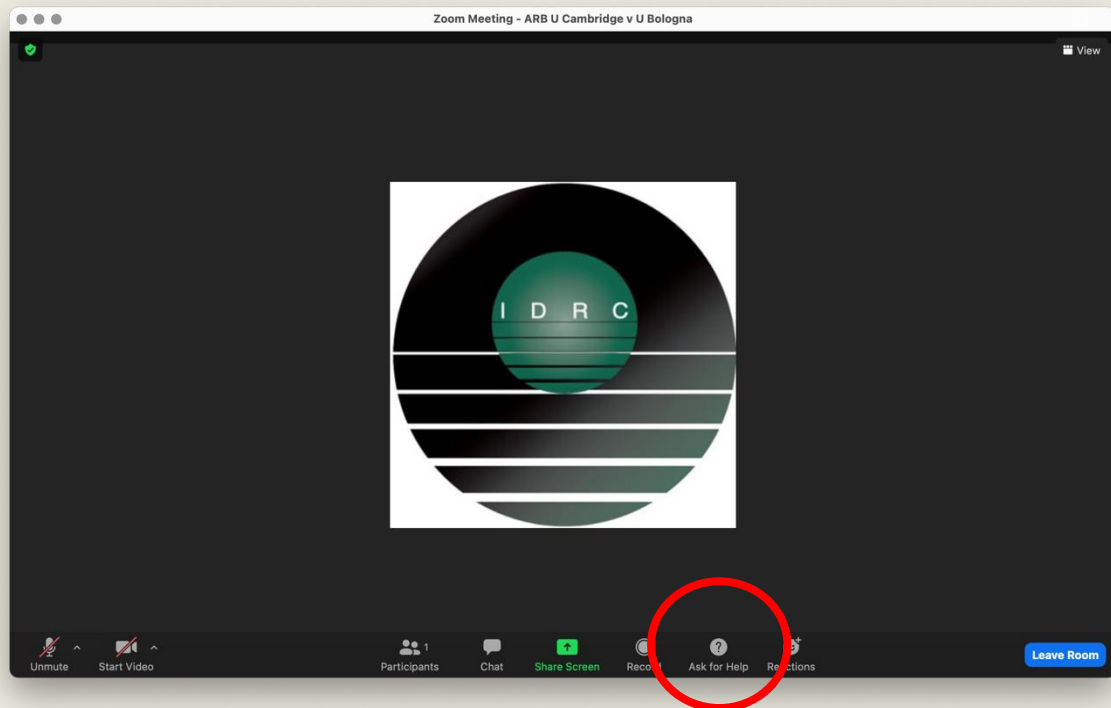
1. The Moderator will send a reminder to complete the online score sheet (a message like the below) which will appear at the top of your screen when you are in the Hearing Room. The link to the online scoresheet will be available via a link in your arbitrator account. In order to confirm your scores, you have to sign the scoresheet with your unique arbitrator code which is to be found on the upper left hand side (green box). Please contact secretariat@vismoot.org in case of any scoring questions.



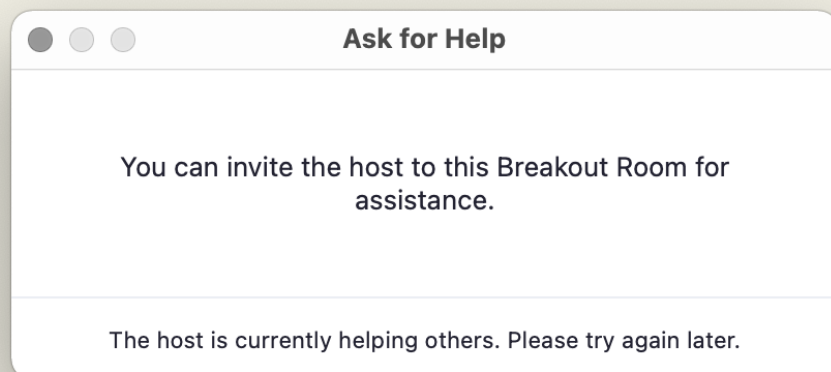
From IDRC Virtual 16 to everyone: REMINDER: Please remember to fill in the scoresheets.

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.

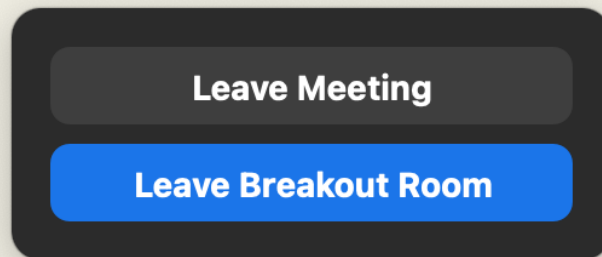


2. Please be aware that your Moderator may be busy assisting others and you may see the below notification if that is the case. Rest assured that they will join your room as soon as they can to provide assistance.

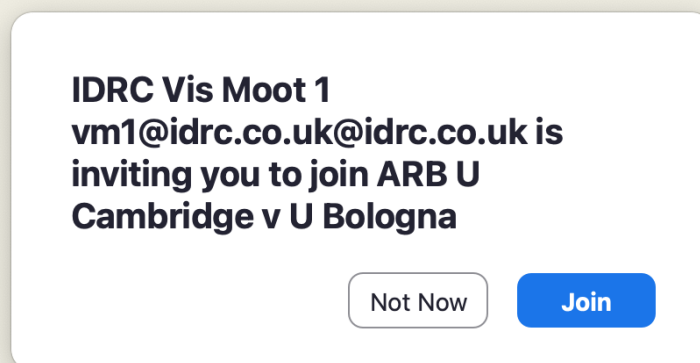


End of the Moot

1. Once the Moot concludes, you just need to bring yourself back to the Waiting Area 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 “Hearing Rooms (Breakout Rooms)” page 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”.

