

Agenda
National Administrator Training
Thursday, 19 November 2009

Webinar – General Instructions

- How to use the software
- Sharing
- Q&A during
- Q&A session after
- If you have problems

Basics

- Jessup Competition Structure
- National Administrators vs. ILSA Executive Office
- Broad Sketch of the Season
 1. Team's Perspective
 2. Administrator's Perspective

Checklists and Timelines

Five Keys to a Successful Qualifying Tournament

Ten Necessary Elements of a Competition

1. Teams
2. Materials
3. Venue
4. Staff
5. Judges
6. Bailiffs
7. Finances
8. Rules
 - a) Eligibility requirements
 - b) Registration requirements
 - c) Memorial Submission
 - d) Procedures for Conducting Oral Rounds
 - e) Scoring Method
 - f) National Rules Supplement

9. Results

10. Follow-up

Website

1. ILSA's Website
 1. NA Page
 2. Other Important Pages
2. National Website

What you should be doing now?

1. Reading Administrator's Guide
2. Reserving Venue and Specific Space
3. Preparing list of judges
4. Draft Schedule of Events

In December:

1. Send out Judge Invitations
2. Obtain list of registered teams and their roster from ILSA
3. Start corresponding with all teams as a group

Please do the following:

- Review the information in the National Rounds Schedule
- Provide the Date and Location of your Competition ASAP
- We'll send you PWs for NA Page