



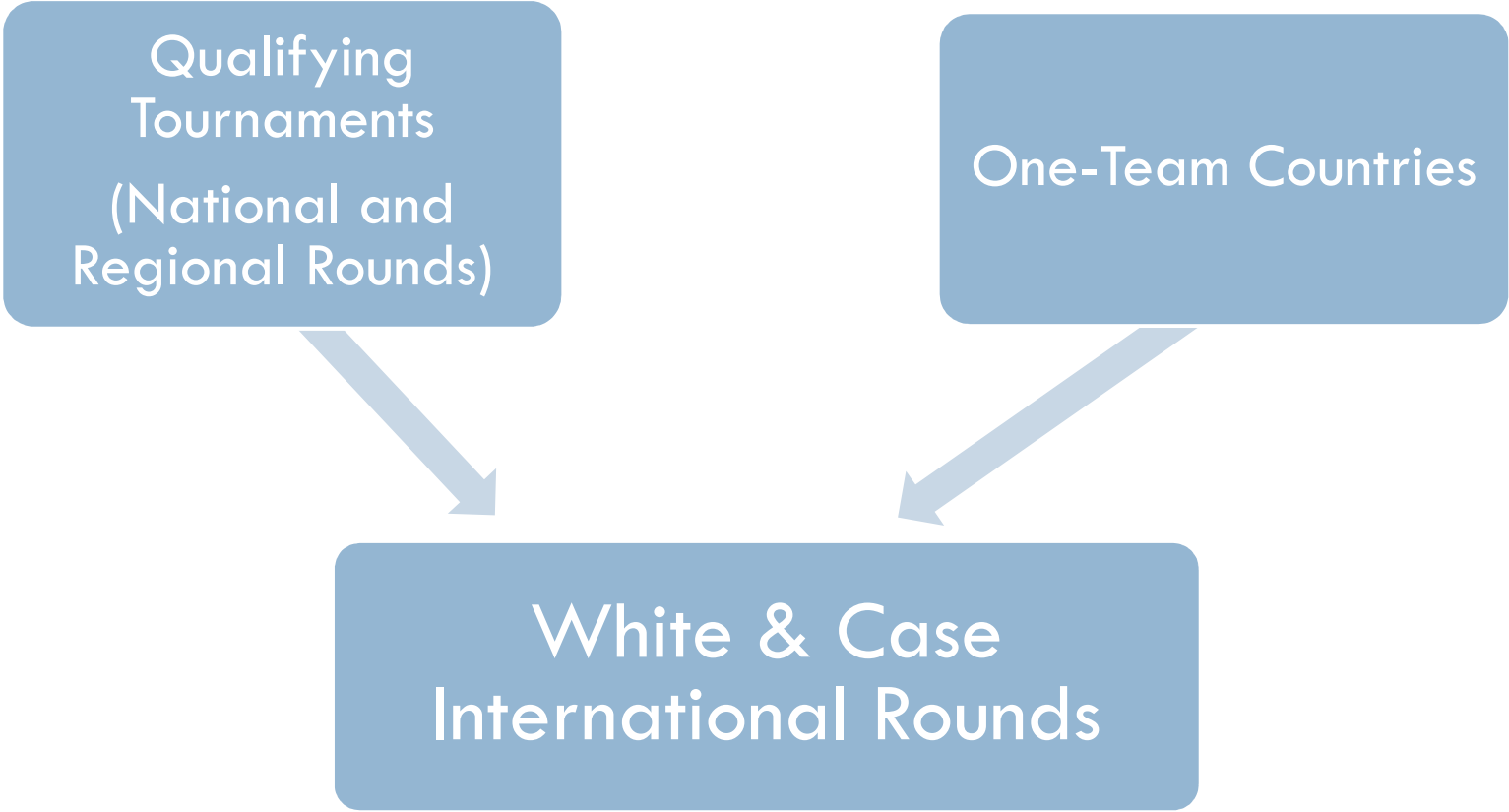
NATIONAL AND REGIONAL ADMINISTRATOR WEBINAR

Thursday, November 19, 2010



The Basics

The Basics – Structure of the Jessup Competition



The Basics – The ILSA Executive Office

The **International Law Students Association** is a non-profit organization of students and lawyers who are dedicated to the promotion of international law.

ILSA provides students with opportunities to study, research, and network in the international arena.

ILSA's activities include organizing academic conferences, publishing academic works, globally coordinating student chapters, and administering the Philip C. Jessup International Law Moot Court Competition.

The Executive Office of ILSA is located in Chicago, Illinois, in the United States.

- ❑ Registers Teams
- ❑ Creates Jessup Problem
- ❑ Authors Jessup Rules
- ❑ Serves as final arbiter of Jessup Rules
- ❑ Appoints Administrators of Qualifying Tournaments
- ❑ Collects Memorials
- ❑ Oversees Qualifying Tournaments
- ❑ Administers International Rounds

The Basics – Administrators

Regional and National Administrators are appointed by the ILSA Executive Office.

- Plan and coordinate all aspects of qualifying tournaments
- Act with authority of ILSA and as representative of ILSA
- Enforce Jessup Rules
- Communicate and support regional or national teams

The Basics –Sketch of the Season (Team’s Perspective)

- August
 - ▣ Registration opens
 - ▣ Official Rules Released
- September
 - ▣ Jessup Problem (Compromis) Released
- October
 - ▣ Corrections to the Compromis Released
- December
 - ▣ Registration Deadline
- January
 - ▣ Memorial Deadline
- Mid-January thru Early-March
 - ▣ Qualifying Tournaments
- Late-March
 - ▣ White & Case International Rounds

The Basics –Sketch of the Season (Administrator’s Perspective)



- See Official Competition Schedule
(<http://www.ilsa.org/jessup/schedule.pdf>)
- See Pre-Tournament Checklist and Timeline
(pg. 5 of Administrator’s Guide)
- See Tournament Checklist and Timeline
(pg. 14 of Administrator’s Guide)

Ten Elements of a Qualifying Tournament



1. Teams
2. Materials
3. Venue
4. Staff
5. Judges
6. Bailiffs
7. Finances
8. Rules
9. Results
10. Follow-up

1. Teams



- Teams are the focal point of the Competition.
- Administrator Tasks relating to teams
 - Recruiting
 - Registration
 - Communication

2. Materials



- Core Materials

- Jessup Compromis and Clarifications
- Jessup Rules
- Competition Schedule

- Materials Index

- See page 4 of the Administrator's Guide

3. Venue

- Common Venues

- Universities
- Law firms
- Hotels
- Court houses
- Bar Associations, Inns of Court

- Don't forget the specifics

- How many rooms you need and when
- Can the rooms be converted to become a Jessup courtroom
- Remember to reserve space for scoring room, judge's lounge, and receptions

4. Competition Staff

- Every tournament will have different staffing needs.
- Common Staff Positions
 - Competition Coordinator
 - Judges Coordinator
 - Scoring Coordinator
 - Bailiff Coordinator

5. Judges

- Recruiting judges is the most difficult task for most Administrators
- Tips
 - Start early
 - Offer incentives and thank-yous
 - Small gift
 - Training
 - Reception and Food
 - CLE credit
 - Certificate of Service

6. Bailiffs

- The bailiffs is the least appreciated but one of the most important positions
- Tips
 - Student organizations
 - Training
 - Materials
 - Back-ups

7. Finances

- A small qualifying tournament can be very cheap; a large qualifying tournament can be very expensive.
- Common sources of funding
 - Participating Schools
 - Government agencies
 - Foreign ministries
 - Embassies
 - USAID
 - Foundations
 - Private Industry
 - Law firms
 - Airlines
 - Legal Trade Organizations
 - Bar Associations
 - International Law Societies

8. Rules



- Rules National Administrators should know well
 - Eligibility requirements
 - Registration requirements
 - Memorial submission process
 - Procedures for conducting oral rounds
 - Scoring Method
- National Rules Supplements

9. Results



- Getting Results (Scoring)
- Announcing Results
 - Preliminary rounds
 - Advanced rounds
 - Final round
- Explaining Results
- Celebrating Results

10. Follow-up



- Notice to ILSA Executive Office
- Certificates of Participation
- Thank-you letters to Staff, Judges, and Bailiffs
- Advancing Team(s) Support

1. Prepare, prepare, prepare. Plan the tournament ahead of time and in an efficient manner.
2. Effectively recruit and utilize volunteers.
3. Review the plan with your staff multiple times. Double-check that responsibilities are confirmed, understood, and remembered.
4. Read and respond to your email frequently and promptly.
5. Frequently interact with and seek the advice of the ILSA Executive Office.

Five Keys to a Successful Qualifying Tournament

Websites



- ILSA's Website
 - Jessup Page
 - Administrator's Page
 - National Rounds Page
 - Materials Page
 - Rules Page
 - Registration Link
- National Rounds Website

What should you be doing now?



- Reading Administrator's Guide
- Reserving Venue and Specific Space within Venue
- Preparing list of judges
- Drafting Schedule of Events

What should you be doing in December?



- Inviting Judges
- Obtaining final list of teams from ILSA
- Starting to correspond with teams as a group
- Planning each event (orientation, oral rounds, advancing teams announcement, awards reception)

Important Information



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