

American Bar Association
Law Student Division

Arbitration Competition

**Host School
Sample Communications
to Competitors and Judges**

Sample Introductory Email Message from Host School to Competing Teams

(Date)

(Designated Contact Person)

(Law School)

(E-mail Address)

Dear (Designated Contact Person):

The _____ Law School will host an ABA Law Student Division Regional Arbitration Competition, under the direction of (host Competition Administrator's name). The competition will be held on (dates), at (include the address).

On _____, ____ all participating law school teams and coaches will meet at 8:00 am in (room name/number) for the Orientation. We will serve coffee and rolls (or whatever food and drink you plan to serve). Each team will be given its team designation at that time. We anticipate that the competition will end on _____, ____ at approximately 5:00 pm.

We have made arrangements for competitors to stay at ____ Hotel, which is located at _____. The hotel is approximately ____ miles from the law school. The hotel is offering a special group rate of \$____ to competitors who make their reservations by (group rate deadline date). To make your reservations, call the hotel at 800/____-____ and mention that you are with the ____ Law School.

_____ is the closest airport to our law school. Please allow ____ minutes to travel from the airport to the hotel or ____ minutes to travel from the airport to the law school.

We are looking forward to hosting your school at the Regional Arbitration Competition. Please direct any host school-related questions to me. My office number is (phone number and extension); my e-mail address is _____. Any general competition-related questions should be directed to the ABA Law Student Division at 312.988.5622 or ac@americanbar.org.

Sincerely,

(Your Name)

(Your e-mail address)

(Your phone number)

Sample Follow-Up Message from Host School to Competing Teams

(Date)

(Designated Contact Person)

(Law School)

(E-mail Address)

Dear (Designated Contact Person):

The ____ Law School is finalizing preparations for the ABA Law School Division Regional Arbitration Competition and wanted to provide you with last minute details.

As we mentioned in our previous message, the law school is located ____ miles from the hotel. The recommended means of transportation from the hotel to the law school is (driving / taking public transportation / taxicab). Please note that if you choose to drive, you will need to park your car in the ____ lot located at _____. [Host schools should provide specific parking instructions.]

November weather here in (city/state) can be rather (warm, cool, rainy, etc.). We recommend that you plan for temperatures with highs in the ____ and lows in the ____ at night.

The competition schedule is attached for your review. Remember, the orientation starts at 8:00 am _____ morning.

See you in a couple of weeks.

Sincerely,

Your Name

Your Phone Number

Your E-mail Address

Sample Invitation Message from Host School to Potential Arbitrator Judges

Dear (Potential Judge):

(Host name) invites you to judge the ABA Negotiation Competition on November XX-XX, 20XX at the law school’s campus in (City, State). Competitors will be representing many law schools from the surrounding states.

This competition provides law students with legal training in arbitration and promotes excellence in arbitration advocacy. Participating students prepare and present an arbitration case and are involved in opening statements, witness examinations, exhibit introductions, evidentiary presentations, and summations.

The rounds will be held _____ and _____, November ____ and ____.

- Round 1** _____, November ____ (8:30 am to 11:45 pm)
- Round 2** _____, November ____ (1:30 pm to 4:45 pm)
- Semifinal Round** _____, November ____ (8:30 am to 11:45 pm)
- Final Round** _____, November ____ (1:30 pm to 4:45 pm)

You will receive a copy of the competition problem (case file) and instructions for judging. Reviewing these materials is the only preparation requested of competition judges.

Volunteer practitioners, like you, make our competitions a foundational experience for law students honing their real-world skills. The Arbitration Competition provides a means for law students to practice and improve their practical skills.

Please contact me at (e-mail address) or (phone) by (due date) to let me know which round(s) you would like to judge or if you have any questions. Food will be provided throughout the day for all shifts

Sincerely,

Your Name
 Your e-mail address
 Your phone number

Sample Arbitrator Judge Confirmation Message from Host School

Thank you for volunteering to serve as an arbitrator judge at the ABA Law Student Division Regional Arbitration Competition.

Per your request, you are scheduled to judge Round ___ at the ___ Law School, (address, including city/state/zip). To gain access to the law school, you will need to enter the facility on ___ Street.

[Host schools should provide specific parking instructions, such as... We have reserved a few parking spaces in the faculty parking lot at _____. Unfortunately, we were unable to reserve spaces for all 20 of the judges. Once they are taken, you may park your car in the ___ lot located at _____. When you check in with the competition administrators, please let them know that you parked in this lot. They will need to provide campus security with the make and model of your car, as well as the license plate number.]

Judging will begin with a 30-minute briefing session, which will start at _____. The three-hour round will conclude at _____. We will provide competition judges with (coffee and rolls for morning rounds; fruit/cookies and soft drinks for afternoon rounds; lunch).

Please find attached to this message the Competition Case File, Instructions for Arbitrator Judges, and Competition Rule 8: Competition Procedures.

Thank you in advance for the generous donation of your time to help our future lawyers improve their arbitration advocacy skills.

Sincerely,

Your Name
Your Phone Number
Your E-mail Address

Sample Message from Competition Administrator to Host School Teams

This message should be sent to the host school's team from someone with authority such as the law professor in charge of your Board of Advocates or ADR Board, or Dean of Student Affairs.

Dear Teams and <Faculty Adviser>:

We are pleased that you will be representing the <Your Law School Name> this weekend at the Regionals of the American Bar Association's Law School Division Arbitration Competition. Please know that the <Competition Administrators> have been working very hard to make this a good experience for all teams.

The following information provides additional instructions for teams competing from our school.

SPECIAL INSTRUCTIONS FOR TEAMS AND COACHES FROM THE HOST SCHOOL

To avoid even the appearance of bias, please adhere to these guidelines:

1. Try to act like a visitor to our school. Try to blend in with the other competitors. For example, avoid mentioning your house is two blocks away.
2. Make sure you are not carrying anything that says <University Name> or <Law School Name>.
3. On the day of the competition, please do not go to places in our school that the other competitors would not go to. This includes offices, lockers, key accessed library study rooms, and classes.
4. Try not to interact with students or professors from our school who may be in the building during the competition. If you need to respond to someone, please do so quietly and quickly.
5. Please do not approach the Competition Administrator or students working the event unless it is with a tournament related question of the nature you would ask if you were at another school. For the most part, those questions should be handled by your Team Coach.
6. On the day before the competition, we will send your Team Coach a list of arbitration judges that we expect may be in your competition rooms. Please look over this list in your Team Coach's office, and let us know ASAP if you recognize any of the names on the list. You may not keep a hard copy of that list. We have already attempted to pull people we think you know.
7. Undoubtedly, there will be judges you DO know who are in other rounds. They will be instructed not to interact with you. Please do not interact with them.
8. On the day of the competition, do not volunteer helpful information to others who might appear "lost." This includes not volunteering instructions to places in the building or locations in the local area. This might give the impression that you are "signaling" to your judges that you are from here. If you are asked for information directly by a

competitor or coach from another school, quietly and discreetly answer their question. (We don't want to be rude!)

9. Please quietly tell your Team Coach about anything that seems inconsistent with these guidelines. S/he will discuss them with me if necessary.
10. Like all competitors, you may not tell a judge what school you are from, even after the round. If another competitor or coach asks, you may tell them quietly and discreetly. Do not ask other competitors what school they are from.
11. Your Team Coach may have additional rules which you should follow.

These instructions are not intended to make you nervous, but are intended to benefit all of us. The important thing is just to concentrate on your rounds. Do well. I know you will.

Come see me next week!

<Professor / Dean _____>