



AMERICAN **BAR** ASSOCIATION

Law Student Division

2020–2021
Supplemental Rules for a
Virtual Negotiation Competition

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2020-2021 Supplemental Rules for Virtual Negotiation Competition

These Supplemental Rules are intended to supplement the standard Negotiation Competition Rules; they address rules not otherwise covered by the standard Rules or modify the standard Rules for the 2020-2021 virtual competition. If these Supplemental Rules do not address or modify a rule, then please refer to the standard Negotiation Competition Rules for guidance.

RULE 1. INTRODUCTION

RULE 2. ADMINISTRATION

The Negotiation Competition (NC) Subcommittee, together with Regional Host School Administrators (Host or Hosts), administer the regional competitions. A member of the NC Subcommittee is available by telephone for each regional competition. Faculty coaches and advisors of competing teams are prohibited from judging or assisting in the administration of the competitions in which their teams are competing.

The NC Committee hopes to offer live and/or recorded instructions for Hosts, student competitors and coaches, and judges regarding online ballots; Zoom features and requirements; settings for videos, microphones, virtual backgrounds; etc.

RULE 3. NATIONAL STUDENT DIRECTOR

RULE 4. REGISTRATION AND ELIGIBILITY

A. Registration Process

B. Cancellation

C. Student Eligibility

RULE 5. COMPETITION TEAMS

A. Team Name-Submission Form

Each school must submit a complete list of team members and alternates by the Team Name Submission deadline posted on the [Negotiation Competition Dates & Locations webpage](#).

B. Team Number Designations and Team Members

Because the virtual competition entails using online Scoring Ballots that will be sent to judges in advance so judges can fill out the ballots with the Team Numbers (rather than Team Letters) and competitors' names, teams will need to assign students to teams 2-4 days (depending on the Host's preference) in advance of the competition rather than on the morning of the competition.

C. Alternates

To avoid a single-person-team competing, teams MUST register at least one (1) alternate who MUST be on stand-by before each round and ready to step in and compete in the event a team member is unable to compete. This includes situations where a team member's computer or Wi-Fi is not working properly, or any event not related to technology.

Should the alternate need to step in, that alternate will compete in all future regional and national competition rounds. The original team member cannot rejoin the team.

An alternate substituting in for a competing member will not be made once a round begins, regardless of a team member's computer or Wi-Fi issues. If a competing member has computer or Wi-Fi issues during a round, that team member should use the platform's app (Zoom, Teams, Blackboard, etc.) on his/her phone, and/or call into the meeting and compete with audio only.

D. Substitutions After the Regional Competition

E. Additional Teams

F. Ghost Teams

G. Team Cancellation

H. Advancement of Single-Person Team(s)

See Section C "Alternates" above as the NC Committee intends to avoid single-person teams.

RULE 6. FACULTY COACHES/ADVISORS

Although teams are encouraged to have one or more coaches to prepare them prior to the competition (or faculty advisors, attorneys, students, family members, etc.), during the competition rounds—which includes any breaks taken during the round—no coach (nor faculty advisors, attorneys, students, family members, etc.) is to have any contact with the team.

Additionally, although coaches and others associated with a team may be able to observe their team's rounds (should the virtual platform used by the Host allow observers), they are not allowed to be in the same physical space as any of their team members during the rounds.

RULE 7. REGIONAL ASSIGNMENTS

Regional preference forms will focus on the date of the competition and time zone rather than physical location.

RULE 8: HOST SCHOOLS

A. Hosting Expectations for Regional Competitions

B. ABA Law Student Division Assistance to Host Schools

C. Location and Timing of Host School Team(s) to Compete

To avoid judging conflicts, it's always best for Host School Teams to compete at a different

regional, which should be easier this year because there'll be no additional cost to send a team to another regional location.

D. Host School Administrator

RULE 9. COMPETITION PROBLEMS

A. Release of Problems for Preliminary Rounds

B. Access to Confidential Information for Both Sides

C. Regional Competition: Distribution of Final Round Problem

Because teams and their coaches will not be in the same physical location when the preliminary round Scoring Ballots and Master Tally Sheet are distributed to teams and coaches electronically, the Tally Sheet Review Period will be increased from 10 minutes to 20 minutes.

D. National Competition: Distribution of Quarterfinal, Semifinal, and Final Round Problems

Because teams and their coaches will not be in the same physical location when the preliminary round Scoring Ballots and Master Tally Sheet are distributed to teams and coaches electronically, the Tally Sheet Review Period will be increased from 10 minutes to 20 minutes.

E. Facts and Controlling Law for the Negotiation Problems

F. Questions About Negotiation Problems

G. ABA Ownership of Negotiation Problems

RULE 10. COMPETITION SCHEDULE

A. Regional Competition Schedule

See Appendix E for the 2020-2021 sample schedule for the regional competitions.

B. National Competition Schedule

Because the national negotiation Competition will be held virtually, there may be some adjustments to the round start times and/or breaks between rounds. Any such schedule changes will be communicated to teams advancing to the national competition when those teams are provided their official invitation to the national competition.

C. Required Events at Regional and National Competitions

The following events must take place at each regional competition and at the national competition; however, for virtual competitions, they may be and are encouraged to be held in advance to help all competitors, judges, bailiffs, and others to feel comfortable with the online platform, video and microphone settings, online Scoring Ballots, etc.:

1. Team Orientation Session

Hosts shall hold a Team Orientation 1-10 days before the start of the competition to allow teams to ask questions or receive clarification about the competition's virtual format. Hosts may want to offer both a live orientation session (or more than 1 session) for those teams whose schedules permit, and a recording of that live session for those who cannot attend live.

The NC Subcommittee plans to provide a Team Orientation video and/or written detailed instructions to cover the nuances of a virtual competition, which may be sent to teams in advance of the orientation. Because the Team Orientation will be held in advance of the competition, the NC Committee has adjusted this year's competition schedule.

Although Hosts may decide to hold the Team Orientation on the morning of the competition, we strongly encourage it be held in advance of the competition to allow the competition to run more smoothly.

Whatever Hosts decide about when to hold the Team Orientation, Hosts must let teams know well in advance of the date/time of the Team Orientation.

2. Judges' Orientation

Hosts shall hold a Judges' Orientation 1-10 days before the start of the competition to walk judges through the virtual platform, explain how to adjust the platform's settings, and how to mute/unmute their microphone and turn on/off their video, etc. Hosts may want to offer both a live orientation session (or more than 1 session) for those judges whose schedules permit, and a recording of that live session for those who cannot attend live.

The NC Subcommittee plans to provide a Judges' Orientation video and/or written detailed instructions to cover the nuances of a virtual competition, which may be sent to judges in advance of the orientation. Because the Judges' Orientation will be held in advance of the competition, the NC Committee has adjusted this year's competition schedule.

Although Hosts may decide to hold the Judges' Orientation on the morning of the competition, we strongly encourage it be held in advance of the competition to allow the competition to run more smoothly.

Whatever Hosts decide about when to hold the Judges' Orientation, Hosts must let judges know well in advance of the date/time of the Judges' Orientation.

3. Technical Check and Conflicts Check

Prior to each round, teams in each room need to arrive early to conduct a Technical Check to ensure all team members' technology is working—Wi-Fi is working, video and audio are working, etc. Hosts may decide to have Heat A teams conduct this check before Heat A begins, and Heat B teams before Heat B begins. Or, Hosts may decide to have both Heat A and Heat B teams conduct this check before Heat A begins.

Also, ALL teams competing in each virtual room (BOTH Heat A and Heat B teams) must report to their scheduled competition room BEFORE the start of Heat A for a conflicts check with the judges.

4. Announcement of Preliminary Round Results
5. 20-Minute Tally Sheet Review Period

Because teams and their coaches will not be in the same physical location when the preliminary round Scoring Ballots and Master Tally Sheet are distributed to teams and coaches electronically, the Tally Sheet Review Period will be increased from 10 minutes to 20 minutes.
6. Announcement of Advanced Round Results
 - a. Announcement of Regional Final Round Results
 - b. Announcement of National Competition Quarterfinal & Semifinal Round Results
 - c. Announcement of National Competition Final Round Results

RULE 11. NEGOTIATION SESSION FORMAT

A. General Negotiation Format

The regional competition consists of three competition rounds; the national competition consists of five competition rounds. Each head-to-head negotiation session will consist of 65 minutes of active competition, followed by 25 minutes for judges to score the teams and provide oral feedback. The assigned bailiff in each room will be responsible for timekeeping during the entire round.

The overall negotiation format is as follows:

- Required Technical Check for teams competing in that room. Hosts are encouraged to have Heat A teams conduct this check before Heat A begins, and Heat B teams before Heat B begins. Or, Hosts may decide to have both Heat A and Heat B teams conduct this check before Heat A begins.
- Required Conflicts Check for ALL teams competing in that room during that round (BOTH Heat A and Heat B teams) to occur BEFORE Heat A's round begins to determine whether any conflicts exist and, if so, judges can be moved to other rooms;
- a 10-minute pre-negotiation analysis (5 minutes per team; judges do not ask questions during the pre-negotiation analysis);
- a 40-minute negotiation session (which may include one 3-minute break per team that counts towards the 40 minutes—the clock does not stop during any break, and both teams must be moved out of the main room and placed in separate breakout rooms);
- a 5-minute period for teams, in private, to analyze their performance (both teams must be moved out of the main room and placed in separate breakout rooms);
- a 10-minute post-negotiation analysis period (5 minutes per team) (judges may ask questions during the post-negotiation analysis);
- a 10-minute period when judges complete their Scoring Ballots and submit the ballots electronically to the host administrator (judges should be moved out of the main room and placed in a breakout room); and
- a 15-minute period when each judge may provide up to 5 minutes of oral feedback to both teams simultaneously (judges should not disclose the team scores or number of ballots won).

B. Pre-Negotiation Analysis

1. Pre-Negotiation Analysis Process
2. Pre-Negotiation Analysis Content

C. Post-Negotiation Analysis

1. Post-Negotiation Analysis Process
2. Post-Negotiation Analysis Content

D. Breaks During Rounds

Each team may take one break of no more than 3 minutes. The 40-minute negotiating period will continue during any such break. Both teams must leave the main virtual room during the break (or moved to separate breakout rooms).

E. Timekeeping

A bailiff from the host school will be assigned to each virtual room and will keep track of the time. However, responsibility rests with the student competitors to adhere to allotted time periods for negotiating sessions and breaks.

Under no circumstance can the actual negotiation, excluding the pre- and post-negotiation analyses and judges' feedback, last longer than 40 minutes. Each half of the negotiation round lasts 1 hour and 30 minutes. The bailiff shall stop the negotiation 40 minutes after the student competitors greet each other, regardless of where students are in the negotiation process.

Responsibility for timekeeping during the pre- and post-negotiation analyses rests jointly with the competitors and the bailiff, each having the responsibility to terminate the period at the end of 5 minutes.

F. Permissible Team Supplies During Rounds

During a negotiation round, competitors may use the following:

- any handwritten or typed notes, including charts or graphs, only for their own reference;
- calculators or stopwatches; and
- cell phones, tablets, computers, and/or other technology for the purpose of joining the competition via the online platform; and texting, emailing, and/or chatting between partners to simulate writing notes or whispering to each other during an in-person round, including during the 3-minute breaks taken by either team.

During a negotiation round, competitors are NOT allowed to use the following:

- electronic white boards;
- blank flip charts or black/white boards to write on during the round;
- teleprompters or other script-scrolling apps/devices;
- cell phones, tablets, computers, and/or other technology to communicate with coaches, faculty advisors, friends, or family during the round, including during the 3-minute breaks taken by either team; or to conduct any internet research during the round, including during the 3-minute breaks taken by either team.

G. Observers' Attendance During Round

During rounds (which begin when the first team conducts its pre-negotiation analysis, and end when the judges conclude providing oral feedback to the teams), coaches, faculty advisors, friends, family, or others associated with a team, must have their videos and microphones muted and have no communication with the judges or teams in any way. The NC Committee expects the bailiff/host/coordinator for each virtual room to keep all spectators "invisible" in sight and sound to the judges during the round.

RULE 12: TEAM IDENTIFICATION AND PRELIMINARY ROUND PAIRINGS

A. Team Identification/Anonymity

Team members need to change their screen names to indicate the client they represent in that round, their team number, and their individual name. Others, including coaches, faculty advisors, friends, family, and others associated with a team may be asked to change their screen names to simply identify the team number of the team they are observing and "coach" or "observer." Additionally, observers need to mute their videos and microphones.

B. Concerns About Identity of Host School's Team(s)

Hosts will notify teams regarding permissible/prohibited backgrounds during the competition. While one option may be to provide or require a specific virtual background for all competitors to use to avoid a teams' surroundings breaching anonymity, virtual backgrounds use substantial bandwidth and, therefore, can interfere with connectivity. Also, some computers cannot support a virtual background. Prohibiting virtual backgrounds can alleviate this issue but run the risk of teams' surroundings indicating what school they attend.

C. Team Pairings

1. Regional Team Pairings
2. National Team Pairings

RULE 13. COMPETITION JUDGES

A. Number of Judges

B. Three-Judge Panels

C. Judge Eligibility

D. Interaction with Judges

E. Judges' Feedback

Judges will be providing only oral feedback and not written Comment Sheets.

RULE 14. SCORING AND JUDGING STANDARDS

A. Scoring and Judging Standards

The competition will be using an online Scoring Ballot for the virtual competition, which will allow:

1. judges to enter the team numbers and student competitors' names into the ballot before each round;
2. judges to enter scores within the required range for each criterion;
3. judges to electronically submit their ballots **BEFORE** providing teams oral feedback; and
4. automatic generation of judges' ballots into an excel spreadsheet to calculate winner/losers of each round, number of ballots won for each team, and rankings.

B. Submitting Judges' Scoring Ballots

After each head-to-head negotiation session, the judges' Scoring Ballots must be submitted to the competition administrator **BEFORE** the judges give feedback to the teams. Judges will not complete written Comment Sheets this year but will provide oral feedback.

C. Ranking Teams After Preliminary Rounds for Regional and National Competitions

D. Advanced Round Scoring

E. Scoring for Single-Person Teams for Criteria 4 (Teamwork Score)

Because all teams are required to register at least one alternate and have that alternate "at the ready" before each round, the NC Committee hopes to avoid having any single-person teams this year. However, should a single-person team be in the virtual competition, the standard Rules for scoring single-person teams apply.

F. Distribution of Judges' Scoring Ballots

After the conclusion of the second preliminary round, teams will receive electronic copies of the judges' scores for each round and the Master Tally Sheet with all teams' rankings. Because teams and coaches (or faculty advisors, etc.) will not be in the same physical space during the competition, the tally review period will be extended to 20 minutes for any clerical or mathematical errors to be raised to the host administrator. Teams and their coaches are encouraged to call or text each other during this period, as separate breakout rooms for teams will not be used during this review period.

After the conclusion of the final round, final round teams will receive electronic copies of the judges' scores.

RULE 15: REGIONAL AND NATIONAL ADVANCE ROUND PAIRINGS

A. Regional Advancement

1. Advancing to the Regional Final Round
2. Identifying Teams Invited to Participate in the National Competition

B. National Advancement

RULE 16: MATERIALS HOST MUST SEND TO ABA

The competition administrator shall email the following documents to the Chicago ABA office within five days of the end of the competition, the excel spread sheet containing:

- judges' individual scores for each team for each round; and
- the Master Tally Sheet showing the scoring/ranking from the two preliminary rounds.

These documents should be retained by the host administrator for 30 days and at the Chicago Office for up to 90 days.

RULE 17. REPORTING AND RESOLVING COMPLAINTS, VIOLATIONS, AND DISPUTES

- A. Process for Filing a Complaint at the Competition
- B. Fact-Gathering Committee
- C. Scope of Violations NC Subcommittee May Consider

Rules violations other than those within the judges' discretion.

In addition to the standard Rules regarding violations, any evidence that a team or competitor created a “technical glitch” to stall or be awarded more time could be considered a rules violation.

Potential ethical violations.

In addition to the standard Rules regarding violations, any evidence that a team or competitor created a “technical glitch” to stall or be awarded more time could be considered an ethics rule violation.

- D. Team Disqualification
- E. NC Subcommittee Decisions Final
- F. Time for Filing Complaints to ABA

RULE 18. ASSISTANCE

RULE 19. PROHIBITED COMMUNICATION AND ATTENDANCE

- A. Communication
 - 1. Prohibited Communication During A Round

Communications with competitors. Although any communication between teams and their coaches (and others associated with a team) has always been prohibited during rounds, this rule is particularly crucial during a virtual competition as all involved are permitted to use cell phones, laptops, tablets, and other technology, which could make such communication undetectable by judges and/or administrators. Therefore, all competitors, coaches, faculty advisors, and all others associated with a team are “on their honor” to refrain from any communication with the team using any form of technology or otherwise, during a round, which begins when the first team conducts its pre-negotiation analysis through the completion of the judges’ oral feedback to the teams.

Communications with judges. Same as above, although teams may answer judges’ questions during the post-negotiation analysis and may speak to the judges during oral feedback.

Communications in the case of multiple teams from the same school.

2. Consequences of Engaging in Prohibited Communication

B. Access to Confidential Information for Both Sides

C. Attendance

RULE 20. VIDEO RECORDING

Although many virtual platforms make it easy to record a session, no video or audio recording is allowed by any teams, competitors, judges, coaches, faculty advisors, or others associated with a team during any of the rounds. Only the host may choose to record the final round(s).

RULE 21. AWARDS

RULE 22. EXPENSES

RULE 23. PROFESSIONAL CONDUCT

In addition to the normal rules regarding professional conduct, all teams, coaches, faculty advisors, and others associated with a team are to operate “on their honor” during the virtual competition to abide by all rules (both in the standard rules and in this supplement). Law is a self-policing profession and, although it might be easier to violate some rules without being detected, it should be everyone’s goal to comply with all rules and to participate as if you were being recorded and/or in person.

RULE 24. RULES INTERPRETATION

RULE 25. ADDITIONAL TERMS AND CONDITIONS

RULE 26. CONTACTS FOR GENERAL LOGISTICS QUESTIONS ABOUT REGIONAL OR NATIONAL COMPETITONS



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Appendix A

NEGOTIATION COMPETITION JUDGING STANDARDS

Format/Schedule:

You'll score either one or two head-to-head negotiation sessions. Please see the Negotiation Schedule provided for the full details and timing for your round.

Scoring:

- For each head-to-head negotiation session, you'll choose a winner by awarding one team a higher score than the other team. There can be no ties.
- For each head-to-head negotiation session, you'll score the teams in 6 criteria, each worth 20 points, for a maximum score of 120 points.
- The 6 criteria are as follows:
 1. Negotiation Planning/Pre-Negotiation Analysis
 2. Flexibility & Adaptation
 3. Outcome of Session
 4. Teamwork
 5. Relationship with Opposing Team
 6. Post-Negotiation Analysis (completed after the team conducts its post-negotiation analysis; anything said during the post-negotiation analysis can be considered in scoring the other criteria)
- You'll also determine if the teams negotiated ethically. If you observed an ethical violation during a negotiation, you may take the violation into account when scoring that negotiation session.

Score Independently: We ask that each judge score the teams independently. If one or more judges believes an ethical violation may have occurred, the judges may confer about that potential violation. Please don't discuss your scores with other judges until your Scoring Ballots have been submitted.

Scoring Ballots Collected Before Feedback Session: You'll electronically submit your Scoring Ballots to the host administrator BEFORE you give feedback to the teams.

Oral Feedback:

In addition to promoting the development of practical lawyering skills, the ABA seeks to promote an inclusive, educational, and positive experience for all competitors and coaches. The ABA appreciates your effort at providing measured, balanced, respectful, and constructive feedback that focuses on the competitor's negotiation skills.

- After your Scoring Ballots have been submitted, each judge will have up to 5 minutes to provide oral feedback to both teams in the room at the same time (for a total of 15 minutes for feedback). **Please do not go over 15 minutes total for feedback so the competition schedule will stay on track.**

- During that oral feedback session, please don't tell teams which team "won" your ballot.
- Each judge should indicate two things each team did well and two areas for improvement. And, when providing feedback, we ask that you refrain from making positive or negative comments on items that do not directly relate to the skills that the competition is seeking to promote, such as,
 - Comments on a competitor's appearance (including clothing, hair, and facial appearance);
 - Comments on a competitor's accent, disability, or speech impediment;
 - Comments on religious clothing or jewelry;
 - Comments related to gender, gender identity, or gender expression; or
 - Comments on a competitor's name or surname.

The judging criteria do NOT presume one "correct" approach to effective negotiation: The strategies and techniques used will vary with the nature of the problem, the specific mix of personalities involved, and other circumstances. However, whatever approach is used, negotiation effectiveness can be judged at least in part by the outcome of the session, regardless of whether agreement was reached. A good negotiation outcome is one that

- Is better than the best alternative to a negotiated agreement (with this party);
- Satisfies the interests of
 - the client – very well
 - the other side – acceptably (enough for them to agree and follow through)
 - third parties – tolerably (so they won't disrupt the agreement);
- Adopts a solution that is the best of all available options;
- Is legitimate – no one feels "taken";
- Involves commitments that are clear, realistic, and operational;
- Involves communication that is efficient and well understood, and
- Results in an enhanced working relationship or an agreement to negotiate further.

Appendix B: ABA Negotiation Competition Scoring Ballot

Team Number: Student #1: Student #2:	JUDGE'S NAME: CIRCLE ROUND: PRELIM 1 PRELIM 2 FINAL	Team Number: Student #1: Student #2:										
(max 20 pts)	<p style="text-align: center;">1. NEGOTIATION PLANNING/PRE-NEGOTIATION ANALYSIS</p> <p style="text-align: center;">Including the pre-negotiation analysis, the team was prepared based on its performance and strategy.</p> <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Poor</td> <td>Marginal</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> <tr> <td>1 2 3</td> <td>4 5 6</td> <td>7 8 9 10</td> <td>11 12 13 14 15</td> <td>16 17 18 19 20</td> </tr> </table>	Poor	Marginal	Average	Good	Excellent	1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20	(max 20 pts)
Poor	Marginal	Average	Good	Excellent								
1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20								
(max 20 pts)	<p style="text-align: center;">2. FLEXIBILITY & ADAPTATION</p> <p style="text-align: center;">The team was able to be flexible/adapt its strategy to new information or other team's approach.</p> <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Poor</td> <td>Marginal</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> <tr> <td>1 2 3</td> <td>4 5 6</td> <td>7 8 9 10</td> <td>11 12 13 14 15</td> <td>16 17 18 19 20</td> </tr> </table>	Poor	Marginal	Average	Good	Excellent	1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20	(max 20 pts)
Poor	Marginal	Average	Good	Excellent								
1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20								
(max 20 pts)	<p style="text-align: center;">3. OUTCOME OF SESSION</p> <p style="text-align: center;">Regardless of whether an agreement was reached, the outcome served the client's goals.</p> <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Poor</td> <td>Marginal</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> <tr> <td>1 2 3</td> <td>4 5 6</td> <td>7 8 9 10</td> <td>11 12 13 14 15</td> <td>16 17 18 19 20</td> </tr> </table>	Poor	Marginal	Average	Good	Excellent	1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20	(max 20 pts)
Poor	Marginal	Average	Good	Excellent								
1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20								
(max 20 pts)	<p style="text-align: center;">4. TEAMWORK</p> <p style="text-align: center;">Team members worked together, shared responsibility, communicated, and provided mutual support.</p> <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Poor</td> <td>Marginal</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> <tr> <td>1 2 3</td> <td>4 5 6</td> <td>7 8 9 10</td> <td>11 12 13 14 15</td> <td>16 17 18 19 20</td> </tr> </table>	Poor	Marginal	Average	Good	Excellent	1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20	(max 20 pts)
Poor	Marginal	Average	Good	Excellent								
1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20								
(max 20 pts)	<p style="text-align: center;">5. RELATIONSHIP WITH OPPOSING TEAM</p> <p style="text-align: center;">Team worked well with opposing team to contribute and not detract from achieving client's best interests.</p> <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Poor</td> <td>Marginal</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> <tr> <td>1 2 3</td> <td>4 5 6</td> <td>7 8 9 10</td> <td>11 12 13 14 15</td> <td>16 17 18 19 20</td> </tr> </table>	Poor	Marginal	Average	Good	Excellent	1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20	(max 20 pts)
Poor	Marginal	Average	Good	Excellent								
1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20								
(max 20 pts)	<p style="text-align: center;">6. POST-NEGOTIATION ANALYSIS</p> <p style="text-align: center;">Team learned from today's negotiation. (Scored after each team's individual post-analysis.)</p> <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Poor</td> <td>Marginal</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> <tr> <td>1 2 3</td> <td>4 5 6</td> <td>7 8 9 10</td> <td>11 12 13 14 15</td> <td>16 17 18 19 20</td> </tr> </table>	Poor	Marginal	Average	Good	Excellent	1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20	(max 20 pts)
Poor	Marginal	Average	Good	Excellent								
1 2 3	4 5 6	7 8 9 10	11 12 13 14 15	16 17 18 19 20								
YES—ethical NO—not ethical	<p>NEGOTIATING ETHICS—CIRCLE ONE</p> <p>Did team observe ethical standards? Examples of potential ethical violations include: misrepresenting material facts, exceeding authority, or inventing self-serving facts. If a team violated an ethical standard, please provide a brief explanation on the reverse side of this Scoring Ballot.</p>	YES—ethical NO—not ethical										
Total (max 120 pts)	PLEASE INDICATE THE WINNING TEAM'S LETTER (No ties):	Total (max 120 pts)										

Negotiation Tally Sheet

*Enter each individual judge's vote (W / L) on the top side of the diagonal; and the score from that judge's score sheets in the bottom of the diagonal.

**Mark an overall W or L for each round based on the number of judge ballots won (2 or more ballots = W). There should be an equal number of Ws and Ls for each round.

*** The total number of points by which each team won or lost against its opponents in the two preliminary rounds--the higher the point differential, the higher the team will be ranked

	Round 1 Votes						Round 2 Votes						Preliminary Totals		
Team #	Judge 1* W/L / Score	Judge 2 W/L / Score	Judge 3 W/L / Score	Overall Wins/Points	Round 1 Win/Loss**	Differential*** (+/-)	Judge 1 W/L / Score	Judge 2 W/L / Score	Judge 3 W/L / Score	Overall Wins/Points	Round 2 Win/Loss**	Differential*** (+/-)	Rounds Won (0, 1, or 2)	Total Judge Ballots(0-6)	Differential
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

	Round 1 Votes						Round 2 Votes						Preliminary Totals		
Team #	Judge 1* W/L / Score	Judge 2 W/L / Score	Judge 3 W/L / Score	Overall Wins/Points	Round 1 Win/Loss**	Differential*** (+/-)	Judge 1 W/L / Score	Judge 2 W/L / Score	Judge 3 W/L / Score	Overall Wins/Points	Round 2 Win/Loss**	Differential*** (+/-)	Rounds Won (0, 1, or 2)	Total Judge Ballots (1-6)	Differential
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															

Appendix E
SAMPLE SCHEDULE: Regional Competition Day 1 Morning

By 9:00 a.m.	Teams (for Heat A & Heat B), judges, and observers enter assigned online session. Please mute microphones and turn off video upon entry. (Hosts may want Heat A teams to arrive first to run through the Tech Check before the Heat B teams and judges arrive).
9:00-9:15	Conflicts Check, Tech Check & Virtual Competition Reminders (Online administrator will ask the judges and teams to unmute microphones and video. Round B teams will leave the online session).
9:15-9:25	Two successive 5-minute Pre-Negotiation Analyses (no questions from the judges). Team designation closest to the number zero will present first. The other team will be in a breakout room.
9:25-10:05	Negotiation. Each team may take one 3-minute break during this 40-minute period; a break will not extend the 40-minute negotiation. During a break, both teams will go to separate breakout rooms.
10:05-10:10	Preparation for Post-Negotiation Analysis. Teams will be in separate breakout rooms.
10:10-10:20	Two successive 5-minute Post-Negotiation Analyses (judges may ask questions). Team designation closest to the number zero will present first. The other team will be in a breakout room.
10:20-10:30	Each judge completes an online Scoring Ballot (judges will be moved to a breakout room to complete their ballots). Scoring Ballots must be submitted <i>before</i> giving any feedback to the teams.
10:30-10:45	Judges have 5 minutes each (for a total of 15 minutes) to provide oral feedback about the negotiation round. Both teams get feedback at the same time.
10:45-10:55	Judges' break. (Judges mute microphones and turn off video, but they do not leave the session.)
By 11:00 a.m.	Heat B teams and observers enter assigned online session. Please mute microphones and videos upon entry. (Hosts may want Heat B teams to arrive first to run through the Tech Check and move the judges to a breakout/waiting room).
11:00-11:05	Tech Check & Virtual Competition Reminders (Online administrator will ask the judges and teams to unmute microphones and videos.)
11:05-11:15	Two successive 5-minute Pre-Negotiation Analyses (no questions from the Judges). Team designation closest to the number zero will present first. The other team will be in a breakout room.
11:15-11:55	Negotiation. Each side may take one 3-minute break during this 40-minute period; a break will not extend the 40-minute negotiation. During a break, both teams will go to a separate breakout room.
11:55-12:00	Preparation for Post-Negotiation Analysis. Teams will be in separate breakout rooms.
12:00-12:10	Two successive 5-minute Post-Negotiation Analyses (judges may ask questions). Team designation closest to the number zero will present first. The other team will be in a breakout room.
12:10-12:20	Each judge will complete an online Scoring Ballot. (judges will be moved to a breakout room to complete their ballots). Scoring Ballots must be submitted <i>before</i> giving any feedback to the teams.
12:20-12:35	Judges have 5 minutes each (for a total of 15 minutes) to provide oral feedback about the negotiation round. Both teams get feedback at the same time.

SAMPLE SCHEDULE: Regional Competition, Day 1 Afternoon

By 2:00 p.m.	Teams (for Heat A & Heat B), judges, and observers enter assigned online session. Please mute microphones and turn off video upon entry. (Hosts may want Heat A teams to arrive first to run through the Tech Check before the Heat B teams and judges arrive).
2:00-2:15	Conflicts Check, Tech Check & Virtual Competition Reminders (Online administrator will ask the judges and teams to unmute microphones and videos. Round B teams will leave the online session).
2:15–2:25	Two successive 5-minute Pre-Negotiation Analyses (no questions from the judges). Team designation closest to the number zero will present first. The other team will be in a breakout room.
2:25–3:05	Negotiation. Each team may take one 3-minute break during this 40-minute period; a break will not extend the 40-minute negotiation. During a break, both teams will go to separate breakout rooms.
3:05-3:10	Preparation for Post-Negotiation Analysis. Teams will be in separate breakout rooms.
3:10–3:20	Two successive 5-minute Post-Negotiation Analyses (judges may ask questions). Team designation closest to the number zero will present first. The other team will be in a breakout room.
3:20–3:30	Each judge completes an online Scoring Ballot (judges will be moved to a breakout room to complete their ballots). Scoring Ballots must be submitted <i>before</i> giving any feedback to the teams.
3:30–3:45	Judges have 5 minutes each (for a total of 15 minutes) to provide oral feedback about the negotiation round. Both teams get feedback at the same time.
3:45–3:55	Judges’ break. (Judges mute microphones and videos, but they don’t leave the session.)
By 4:00 p.m.	Heat B teams and observers enter assigned online session. Please mute microphones and videos upon entry. (Hosts may want Heat B teams to arrive first to run through the Tech Check and move the judges to a breakout/waiting room).
4:00-4:05	Tech Check & Virtual Competition Reminders (Online administrator will ask the judges and teams to unmute microphones and videos.)
4:05–4:15	Two successive 5-minute Pre-Negotiation Analyses (no questions from the Judges). Team designation closest to the number zero will present first. The other team will be in a breakout room.
4:15–4:55	Negotiation. Each side may take one 3-minute break during this 40-minute period; a break will not extend the 40-minute negotiation. During a break, both teams will go to a separate breakout room.
4:55–4:00	Preparation for Post-Negotiation Analysis. Teams will be in separate breakout rooms.
5:00–5:10	Two successive 5-minute Post-Negotiation Analyses (judges may ask questions). Team designation closest to the number zero will present first. The other team will be in a breakout room.
5:10–5:20	Each judge will complete an online Scoring Ballot. (judges will be moved to a breakout room to complete their ballots). Scoring Ballots must be submitted <i>before</i> giving any feedback to the teams.
5:20–5:35	Judges have 5 minutes each (for a total of 15 minutes) to provide oral feedback about the negotiation round. Both teams get feedback at the same time.
6:30-7:00	20-minute Tally Sheet review period and announcement of advancing teams

SAMPLE SCHEDULE: Regional Competition Day 2, Final Round Morning

***NOTE:** To complete the final round by 11:00 a.m., host schools can run two negotiation rounds at the same time and could adjust the schedule to begin at 10:00 a.m. Winners of both rounds should be announced after both negotiations have been completed.

By 9:00 a.m.	Teams (for Heat A & Heat B*), judges, and observers enter assigned online session. Please mute microphones and videos upon entry. (Hosts may want Heat A teams to arrive first to run through the Tech Check before the Heat B teams and judges arrive).
9:00-9:15	Conflicts Check, Tech Check & Virtual Competition Reminders (Online administrator will ask the judges and teams to unmute microphones and videos. Round B teams will leave the online session).
9:15-9:25	Two successive 5-minute Pre-Negotiation Analyses (no questions from the judges). Team designation closest to the number zero will present first. The other team will be in a breakout room.
9:25-10:05	Negotiation. Each team may take one 3-minute break during this 40-minute period; a break will not extend the 40-minute negotiation. During a break, both teams will go to separate breakout rooms.
10:05-10:10	Preparation for Post-Negotiation Analysis. Teams will be in separate breakout rooms.
10:10-10:20	Two successive 5-minute Post-Negotiation Analyses (judges may ask questions). Team designation closest to the number zero will present first. The other team will be in a breakout room.
10:20-10:30	Each judge completes an online Scoring Ballot (judges will be moved to a breakout room to complete their ballots). Scoring Ballots must be submitted <i>before</i> giving any feedback to the teams.
10:30-10:45	Judges have 5 minutes each (for a total of 15 minutes) to provide oral feedback about the negotiation round. Both teams get feedback at the same time.
10:45-10:55	Judges' break. (Judges mute microphones and turn off video, but they don't leave the session.)
By 11:00 a.m.	Heat B teams and observers enter assigned online session. Please mute microphones and videos upon entry. (Hosts may want Heat B teams to arrive first to run through the Tech Check and move the judges to a breakout/waiting room).
11:00-11:05	Tech Check & Virtual Competition Reminders (Online administrator will ask the judges and teams to unmute microphones and videos.)
11:05-11:15	Two successive 5-minute Pre-Negotiation Analyses (no questions from the Judges). Team designation closest to the number zero will present first. The other team will be in a breakout room.
11:15-11:55	Negotiation. Each side may take one 3-minute break during this 40-minute period; a break will not extend the 40-minute negotiation. During a break, both teams will go to a separate breakout room.
11:55-12:00	Preparation for Post-Negotiation Analysis. Teams will be in separate breakout rooms.
12:00-12:10	Two successive 5-minute Post-Negotiation Analyses (judges may ask questions). Team designation closest to the number zero will present first. The other team will be in a breakout room.
12:10-12:20	Each judge will complete an online Scoring Ballot. (judges will be moved to a breakout room to complete their ballots). Scoring Ballots must be submitted <i>before</i> giving any feedback to the teams.
12:20-12:35	Judges have 5 minutes each (for a total of 15 minutes) to provide oral feedback about the negotiation round. Both teams get feedback at the same time.

Appendix F

AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION NEGOTIATION COMPETITION

20-Team Pairing Schedule

Note: The ABA Law Student Division will assign numbers to teams.

Round 1	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>	<u>Room 5</u>
Session 1	Teams 1 & 2	Teams 5 & 6	Teams 9 & 10	Teams 13 & 14	Teams 17 & 18
Session 2	Teams 3 & 4	Teams 7 & 8	Teams 11 & 12	Teams 15 & 16	Teams 19 & 20
Round 2					
Session 1	Teams 13 & 10	Teams 9 & 18	Teams 1 & 6	Teams 17 & 2	Teams 5 & 14
Session 2	Teams 7 & 10	Teams 15 & 4	Teams 19 & 16	Teams 11 & 8	Teams 3 & 12

<u>Side 1 Teams</u>	<u>Side 2 Teams</u>
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20

INSTRUCTIONS: When assigning team designations, start with schools that have three teams in the competition, followed by schools with two teams in the competition.

3-Team Designations. If schools have three teams in the competition, those teams should be randomly assigned to the following team designations.

Side 1 Teams: 1, 7, 9 / 5, 15, 17 / 11, 13, 19

Side 2 Teams: 2, 6, 12 / 8, 14, 20 / 10, 16, 18

If more than six schools have three teams in the competition, all team designations should be assigned by random drawing.

2-Team Designations. If schools have two teams in the competition, those teams should be randomly assigned to the following team designations, if they were not previously assigned to a 3-team school.

Side 1 Teams: 1, 7 / 3, 9 / 5, 11 / 13, 19 / 15, 17

Side 2 Teams: 2, 12 / 4, 6 / 8, 18 / 10, 16 / 14, 20

Appendix G

22-Team Pairing Schedule

Note: The ABA Law Student Division will assign numbers to teams.

Round 1	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>	<u>Room 5</u>	<u>Room 6</u>
Session 1	Teams 1 & 2	Teams 5 & 6	Teams 9 & 10	Teams 13 & 14	Teams 17 & 18	Teams 21 & 22
Session 2	Teams 3 & 4	Teams 7 & 8	Teams 11 & 12	Teams 15 & 16	Teams 19 & 20	OPEN

Round 2

Session 1	Teams 13 & 18	Teams 17 & 10	Teams 5 & 2	Teams 21 & 6	Teams 1 & 22	Teams 9 & 14
Session 2	Teams 7 & 20	Teams 3 & 16	Teams 19 & 8	Teams 11 & 4	Teams 15 & 12	OPEN

<u>Side 1 Teams</u>	<u>Side 2 Teams</u>
---------------------	---------------------

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22

*Judges assigned to rooms with only one negotiation, may do one of the following:

1. Leave, as they have completed judging in their assigned room, OR
2. Be placed in another room for Session 2 with two caveats:
 - a. They have not judged the teams before AND
 - b. If there are already 3 judges in a room for Session 2 and BEFORE Session 2 begins, the Host Administrator must randomly select one or more judges whose ballots will not count so that only 3 judges' scores will be included in scoring.

INSTRUCTIONS: When assigning team designations, start with schools that have three teams in the competition, followed by schools with two teams in the competition.

3-Team Designations. If schools have three teams in the competition, those teams should be randomly assigned to the following team designations. Team designation groups should be assigned in the order listed.

Side 1 Teams: 3, 5, 11 / 13, 19, 21 / 1, 7, 9

Side 2 Teams: 2, 6, 12 / 16, 18, 22 / 4, 8, 10

2-Team Designations. If schools have two teams in the competition, those teams should be randomly assigned to the following team designations, if they were not previously assigned to a 3-team school. Team designation groups should be assigned in the order listed.

Side 1 Teams: 1, 7 / 3, 5 / 9, 15 / 11, 13 / 19, 21

Side 2 Teams: 2, 12 / 4, 10 / 8, 22 / 14, 20 / 16, 18

Appendix H

24-Team Pairing Schedule

Note: The ABA Law Student Division will assign numbers to teams.

Round 1	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>	<u>Room 5</u>	<u>Room 6</u>
Session 1	Teams 1 & 2	Teams 5 & 6	Teams 9 & 10	Teams 13 & 14	Teams 17 & 18	Teams 21 & 22
Session 2	Teams 3 & 4	Teams 7 & 8	Teams 11 & 12	Teams 15 & 16	Teams 19 & 20	Teams 23 & 24

Round 2

Session 1	Teams 5 & 10	Teams 9 & 14	Teams 13 & 18	Teams 17 & 22	Teams 21 & 2	Teams 1 & 6
Session 2	Teams 19 & 16	Teams 23 & 4	Teams 3 & 24	Teams 7 & 12	Teams 11 & 8	Teams 15 & 20

Side 1 Teams Side 2 Teams

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24

INSTRUCTIONS: When assigning team designations, start with schools that have three teams in the competition, followed by schools with two teams in the competition.

3-Team Designations. If schools have three teams in the competition, those teams should be randomly assigned to the following team designations. Team designation groups should be assigned in the order listed.

Side 1 Teams: 3, 5, 11 / 13, 19, 21 / 1, 7, 9 / 15, 17, 23

Side 2 Teams: 2, 6, 12 / 14, 20, 24 / 16, 18, 22 / 4, 8, 10

2-Team Designations. If schools have two teams in the competition, those teams should be randomly assigned to the following team designations, if they were not previously assigned to a 3-team school. Team designation groups should be assigned in the order listed.

Side 1 Teams: 1, 7 / 3, 5 / 9, 15 / 11, 13 / 17, 23 / 19, 21

Side 2 Teams: 2, 12 / 4, 10 / 6, 24 / 8, 22 / 14, 20 / 16, 18

Appendix I

National Competition Team Pairings

Round 1 (Friday morning)/Round 2 (Friday afternoon)

The Chicago Office will pair teams randomly for the two preliminary rounds. No team will negotiate against the same team in both the first and second preliminary rounds of the competition. Further, no team will negotiate against another team from its region in the preliminary rounds of the national competition.

Round 1	<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>	<u>Room 5</u>
Session 1	Teams 1 & 2	Teams 5 & 6	Teams 9 & 10	Teams 13 & 14	Teams 17 & 18
Session 2	Teams 3 & 4	Teams 7 & 8	Teams 11 & 12	Teams 15 & 16	Teams 19 & 20

Round 2

Session 1	Teams 13 & 10	Teams 9 & 18	Teams 1 & 6	Teams 17 & 2	Teams 5 & 14
Session 2	Teams 7 & 20	Teams 15 & 4	Teams 19 & 16	Teams 11 & 8	Teams 3 & 12

Quarterfinal (Saturday morning; 8 teams/4 rooms)

- Top 8 teams advance.
- Top 4 teams will be placed in 4 different rooms, based on rank. (See diagram)
- Except as described in the bullet points below, teams will be power-protected based on their ranking after the first two preliminary rounds.
 - If two teams from the same law school advance, they will receive the same side of the problem for the quarterfinal and semifinal rounds and opposing facts for the final round.
 - If possible, teams who have directly negotiated against each other in either of the preliminary rounds will not be re-matched in the quarterfinal or semifinal rounds.

Semifinal Round (Saturday afternoon; 4 teams/2 Rooms)

The winner from room 1 will compete against the winner from room 2. The winner from room 3 will compete against the winner from room 4.

Final Round (Saturday afternoon; 2 teams)

Teams must keep the Final Round side assigned during the Semifinal Round.

National Competition Quarterfinal, Semifinal, and Final Round Brackets

