

**American Bar Association
Law Student Division**

2021-22

**NEGOTIATION
COMPETITION**

**Regional Competition
Hosting Guide**



AMERICAN **BAR** ASSOCIATION™

Young Lawyers Division

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**AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION
NEGOTIATION COMPETITION
Regional Competition Hosting Guide**

I. Introduction

A. Thank You: Without schools being willing and able to host a regional competition, the ABA Law Student Division couldn't continue to promote the development of practical lawyering skills through its various student competitions. So, THANK YOU for hosting! We hope this guide will make hosting a little bit easier.

B. Overview of Hosting Responsibilities:

As an overview, hosting a regional competition involves the following responsibilities:

1. determining where and when to hold the competition;
2. coordinating with the law schools assigned to your competition;
3. recruiting judges;
4. being familiar with the competition rules to help the competition run smoothly and help resolve disputes;
5. computing rankings according to the rules;
6. announcing results; and
7. providing lunch, refreshments, and possibly a reception during the announcement of the teams advancing to the final round.

The Benefits of Hosting: As a regional host, you get the opportunity to highlight your school's ADR programs, class offerings, and faculty research in this field. Give tours of your law school campus and/or of your advocacy program. This is your chance to show off your school. These could take place the afternoon before the competition, during the registration period, or even during the lunch break.

If you partner with Bar associations, law firms, and other organizations, they may also benefit from being involved by getting their name out there and providing community service to your school and the legal profession overall.

If your budget allows, you may want to provide the teams and judges with some SWAG from your school. Water bottles, pens, notepads, etc. make nice thank-you gifts to the judges and give the teams something to bring back to their school from your school. Water bottles help the environment and can avoid you having to provide bottled water (just make sure judges know that ALL teams have these water bottles and were both allowed and encouraged to use them during the competition and do NOT indicate the teams are from your school). Check with other departments on campus who may have extra SWAG items they are willing to give you for the competition.

Ask your Dean/Associate Dean/Career Services Director to provide a short welcome to the students and judges at the beginning of the first day. And, even better, ask if the Dean et al. could mingle with teams and coaches during the competition.

C. Financial Support from ABA: To help with the costs of hosting, the ABA Law Student Division will reimburse hosting expenses **up to, but not to exceed, \$75 per team participating in your regional competition.** The ABA will provide you a reimbursement request form to

complete and submit to the Chicago office within 30 days after your regional competition along with attached original receipts to support the amount requested. And, please indicate the desired payee and to whose attention it should be sent. The ABA Financial Services Department takes about three weeks to process check requests after receipt.

Note: Any travel, lodging, and incidental costs incurred by participants and advisors at the regional competition will not be reimbursed by the ABA, in general, or the Law Student Division, in particular.

II. DESIGNATE A CONTACT

Each host school should designate an individual (preferably a faculty or staff member) to act as the official host-school administrator. Please provide that person's contact information to the ABA and to the teams assigned to your competition. This person should be present throughout the competition to supervise and, because of access to the competition problems' secret facts, this person **CANNOT be a team coach or student competitor participating in that year's Negotiation Competition.**

III. DETERMINE WHERE YOUR SCHOOL'S TEAMS WILL COMPETE

If possible, you may want to send your teams to another regional competition to avoid any conflicts with judges or even the appearance of your teams having the "home field" advantage during the competition. However, if your budget doesn't allow for that, take every precaution to keep your school's teams from being identified with your school during the competition. See Appendix A for a sample message to send to your school's teams before the competition.

IV. DETERMINING LOCATION AND DATES OF THE COMPETITION

To determine whether you will host on or off campus, you need to know what else is scheduled on campus and the number of rooms you'll need to run the competition.

- A. Dates:** The ABA will provide you with 2 or 3 weekends during which the competition may be held. Your first decision is to choose one of those weekends. If you're hosting the competition on campus, find out what other events are scheduled that same weekend to avoid problems with scheduling rooms, parking, and recruiting judges.

If you're not hosting the competition on campus, then make sure to secure another location, like a law firm or bar association that is available on your chosen weekend.

- B. Location:** You need a location with the right number and size of rooms.

- 1. Number of Rooms:** For the negotiation competition, you'll need the following rooms:
 - a. 2 larger rooms—
 - 1 for team check-in, lunch, announcement of advancing teams, and general meeting area; and
 - 1 for judge check-in and orientation. (if pressed for space, the judges' meeting room could be held in one of the competition rooms, since the judges' check-in and orientation will be completed before each round can begin).

- b. 1 smaller room for tabulating ballots and to act as the “headquarters” during the competition should teams need to find the administrator.
- c. 4-7 competition rooms for each of the 2 preliminary rounds—you need 1 room for every 4 teams competing, because for each round, there are 2 heats—2 teams compete in the early heat, and then 2 teams compete in that same room in front of the same judges in the later heat. If the number of teams assigned to your competition is not exactly divisible by 4, then you’ll need 1 additional room for the remainder, which is where only 1 heat will take place per round.

For 16 teams: 4 rooms
 For 18-20 teams: 5 rooms
 For 22-24 teams: 6 rooms
 For 26-28 teams: 7 rooms

- d. 1 or 2 competition rooms for the final round—If you choose to conduct the final round just like the preliminary rounds where 2 teams compete in the early heat and 2 teams in the later heat, only 1 room with 3 judges is needed.

Or, if you choose to hold two final rounds simultaneously, 2 rooms are needed with 3 judges each. where the judges will choose a winner in each room.

Because the negotiations are now head-to-head, there will be 2 regional champions at each regional. So, with 1 room, the judges will choose a winner from the first heat and then a winner from the second heat. With 2 rooms, the judges will choose a winner from each room.

2. Size of Rooms: For the negotiation competition, smaller conference rooms work well. You need enough room for 4 student competitors, 3-5 judges, and a couple of observers. However, classrooms or courtrooms can also work if you use just the front of the classroom or well of the courtroom. If the room has movable furniture, arrange the furniture (or bring in a table) so that students can sit on either side of the table and the judges can sit in the classroom portion of the room facing that table. Or the judges can sit in the judges’ bench in a courtroom.

3. Location of Rooms: Although it’s not always possible, it’s best if all competition rooms can be near each other, while the rooms for the judge and team check-in should not be close. Keeping competition rooms close, makes it easier to direct judges and teams to their assigned rooms, confirm rooms are running on time, and pick up ballots. However, keeping the judge and team rooms a little further away helps to avoid accidental communication between judges and teams before or between rounds.

V. COORDINATION WITH LAW SCHOOL TEAMS ASSIGNED TO YOUR REGIONAL COMPETITION

The ABA will notify you of the law school teams assigned to your regional competition. Once

notified, you must contact those teams, at least 3 weeks before the competition, to provide them with the logistics about your regional competition—the schedule; transportation options; hotels; directions and parking; and food; (check with your Admissions Office or Student Affairs, who may have some of information already available for you to cut and paste or attach a link) and to request the teams’ contact information, travel information, and allergies/special requests:

- A. **Schedule**: Let teams know the specific schedule for your competition—especially when the first required event is scheduled and where (on campus or somewhere else) and when the competition will conclude. This is particularly helpful for those teams that must buy plane tickets. (see Appendix E for a sample schedule).
- B. **Transportation**: Let teams know the closest airport, train station, bus station, etc. to the school. Also, suggest using public transportation or renting a car, depending on what’s more convenient in your area.
- C. **Hotels**: Securing a hotel room block is not required, because we don’t want any schools having to pay a fee for unpaid rooms. But if your school has an agreement with a hotel for a discounted rate, let teams know. Otherwise, provide schools with the names and addresses of some hotels conveniently located near the school and where you’d feel comfortable staying.
- D. **Directions and Parking**: Give teams directions to the competition (your campus, a law firm, or somewhere else) from the airport and/or general area of the suggested hotels. Also, provide information about parking—special lot for the event, cost for parking, etc.
- E. **Food**: Let teams know whether you’ll be providing food during the competition, and for what meals, so they can plan accordingly. Also, suggest places to eat near the competition and/or hotels.

If you are going to provide food, here are some cost-saving tips:

- Serve only water at lunch rather than soft drinks
- Eliminate dessert from meals
- Serve a light lunch like granola, chips, whole fruits and cookies rather than a heavy meal
- Ask local restaurants to provide coupons for competitors

- F. **Contact Information**: In addition to providing your contact information to the teams, ask teams to provide important information about them to you—such as through a form teams complete and submit 2 weeks before the competition:

1. All team members’ and coaches’ names and phone numbers;
2. All team members’ and coaches’ emergency contact names and phone numbers;
3. Food allergies or other necessary accommodations;
4. Travel information;
5. Hotel information.

A sample Host School message is attached (Appendix B). Also please send the ABA a copy of your team-email.

VI. RECRUITING JUDGES FOR THE COMPETITION

- A. Number of judges needed:** The goal is to secure 3 judges for each room, in each round, who are knowledgeable about negotiations and negotiation skills. Although most judges will be lawyers, 1 of the 3 may be a non-lawyer whose professional activities regularly involve negotiation.

However, because there are always last-minute cancellations, it's best to aim to recruit 4 (or even 5) judges per room. And, although only 3 judges' ballots will count, it's better to have more judges than not enough.

PRELIMINARY ROUNDS—Number of judges needed/number of judges to try and recruit:

For 4 competition rooms: 12 judges needed (or 16, with 4/room or 20 with 5/room) per round.

For 5 competition rooms: 15 judges needed (or 20, with 4/room or 25 with 5/room) per round.

For 6 competition rooms: 18 judges needed (or 24, with 4/room or 30 with 5/room) per round.

For 7 competition rooms: 21 judges needed (or 28, with 4/room or 35 with 5/room) per round.

FINAL ROUND—Number of judges needed for 1 room v. 2 rooms:

1 room for Final Round: 3 judges (or 5, because it's better to have an odd number of judges for the Final Round to avoid ties)

OR

2 rooms for Final Round: 6 judges (or 10, because it's better to have an odd number of judges for the Final Round to avoid ties)

- B. Recruiting judges:** Start early but not too early. Usually, somewhere between 6-8 weeks before the competition is a good time to start recruiting judges from your alumni, local bar associations, and judiciary. Community groups involved in dispute resolution activities, like neighborhood justice centers, arbitration associations, mediation groups, federal and state administrative agencies, and individuals who practice in the field of dispute resolution might provide another pool of judges. (see Appendix C for a sample judge invitation message).

One way to encourage people to judge is to determine whether you can apply for CLE credit from your state bar for the time spent judging. Another option is to offer a 1-hour CLE during the lunch period on one of those "harder to earn" CLE credits, that way you can capture those who attend the morning round and those who are coming for the afternoon round. Or, if you don't want to offer a live CLE, perhaps you have one recorded where, after the competition, you could send a link to those who judged.

- C. Professors and others associated with your school as judges:** If your school's team will compete at the regional competition you're hosting, to avoid conflicts, professors or others closely connected with your school should not judge. If that can't be avoided, those professors and others associated with your school, can't judge your school's teams.

And because there's no way to know whether your school's teams will advance to the final round, professors or others closely associated or connected with your school should not be scheduled to judge the final round. However, if you have a professor on stand-by for the final round and learn your school's teams will not be in the final round, then that professor can judge.

- D. Too many judges show up:** This is a nice problem to have. Of course, you can always ask a few of the judges whether they would like to be released from judging because you have more judges than you need. Or, they can all judge, but not all of their ballots will count; however, it's best to not tell them that. Rule 13.B addresses how to handle more than 3 judges.
- E. Too few judges show up:** Although not ideal, you can run the competition with less than 3 judges per room. A third judge's score gets created from the other 2 judges' scores. Rule 13.B addresses how to handle that.
- F. Assigning judges to panels:** Try to create some diversity on your judging panels, with both female and male attorneys, attorneys with 1-2 years of experience on panels with attorneys with 15-20 years of experience, etc. You could have a judge sign-in sheet that asks for information about number of years in practice and level or preparation for the competition. (see Appendix N for a sample sign-in sheet)
- G. Judges who judge more than one round:** It's great when judges want to judge more than one round, and if they do, make sure to assign them to the same room for both preliminary rounds, so they don't see the same team twice. And although rare for a regional competition to have only 12 or 16 teams competing, if so, those regionals must have new judges each round.

It's also better not to have a judge stay for both a preliminary round and the final round because you have no way to know whether one of the teams the judge already saw in prelims will advance to the finals. The only way to avoid this conflict, is if you use two rooms for finals and make sure this judge is placed in the room with teams he/she has not already seen.

- H. Providing judges materials before the competition:** About 2 weeks before the competition, you should send competition materials, provided to you by the ABA Law Student Division, to the judges to help them prepare. The ABA Law Student Division will provide you with:
1. the negotiation problems (and any clarifications) for each round;
 2. the judges' summaries for each round;
 3. standards for judging;
 4. scoring ballots and comment sheets.

You should email the judges a confirmation of the round they have agreed to judge and the materials for that round. You should also provide them with the schedule for that round and any instructions about parking and/or directions to the judges' check-in room. (see Appendix D for a sample message).

- I. Orientating judges before each round of competition:** Before each round, you must hold a judges' orientation so the judges understand the format of the round, the scoring ballot, when they can and can't ask questions to the teams, etc. The ABA will provide you with a video link to play for that judges' orientation, which covers all of these matters, and ensures each regional is providing the same instructions to the judges.
- After you play the video, your responsibility is to provide the judges with the competition logistics including which room they will be assigned to, where the restrooms are located, etc.

(See Appendix F for instructions on orientating the judges and Appendix G for a script to do so).

J. Avoiding conflicts between judges, teams, and coaches: Before each round, you must conduct a conflicts check with judges, teams, and coaches. This can take place one of two ways:

1. Have all teams and coaches enter the judges' room and stand at the front of the room. Have the teams, coaches, and judges look at each other to confirm they don't know each other. And, if there is a conflict, assign that judge(s) to another competition room.

OR

2. Have all 4 teams assigned to compete in each competition room during that round show up to their assigned competition room BEFORE the first heat of that round. The team coaches who will observe their teams during that round should also be present. When the assigned judges for that round are escorted into that room, have the teams, coaches, and judges confirm they don't know each other. And if there is a conflict, move that judge(s) to another room.

For this option to work, all rooms MUST wait to start until the conflicts check has been completed in each room, **and** any conflicts have been resolved. This is where it helps to have the competition rooms located close together. Otherwise, think about using walkie-talkies (yes, that's an old-school option!) or create a group text with you and your student helpers to let each other know whether there is a conflict in any room and to wait for the ALL CLEAR to begin the round.

K. Final Round Conflicts Check: The conflicts check is more difficult for the final round if you're only using one room for finals, because the judges can't be switched to another room. Therefore, the best solution may be to tell the coaches/advisors the names of the judges to determine whether any of the coaches know them. If so, those coaches/advisors with conflicts should either not watch the final round, or sit where they will not be associated with a particular team competing in the final round.

If you're using two rooms for finals, then you can use one of the two conflict check methods above.

VII. COMPETITION LOGISTICS

To run a smooth competition, it takes planning and preparation. Much of the information above addresses the planning and preparation necessary during the weeks before the competition. The following covers what needs to be done during the days before the competition and during the competition.

A. Days Before the Competition:

1. Read the Competition Rules and Hosting Guide! You'll want those fresh in your mind for the competition. And, if you have a group of people helping you run the competition, make sure they get copies of the rules and hosting guide and read them in advance.
2. Know who your competition contacts are both before the competition and during. The ABA will provide you with the Negotiation Competition Subcommittee members' names and phone numbers assigned to your regional. Call them if you have any problems before the competition

or during.

3. Make sure to confirm your room reservations that you'll need for the competition.
4. Make sure to remind any necessary departments about the upcoming competition, such as:
 - The Dean's office if you've requested one of the deans to conduct a short welcome during the judges' or teams' orientation;
 - Public Safety to let it know that additional cars will be parked on campus, so those cars don't get towed; and
 - Facilities/Maintenance to request an extra trash pick up the night before the competition and maybe one or two during the competition.
5. Have help! Some schools require Advocacy Board members (members of any and all advocacy teams) to earn "administrative hours" or to assist running all on-campus competitions, unless they are competing themselves that weekend. This gives you plenty of hands, shows students how much goes into running a competition, and allows them to be ambassadors for your school. Have them help put together the team folders (with copies of the schedule, directions around campus, maybe table tents with the team's letter on it, copies of the team pairings [without school names] etc.), organize supplies for the competition, set up the competition rooms the night before if the rooms are available, etc.

B. During the Competition:

1. Have copies of the rules handy.
2. Have your Negotiation Competition Subcommittee members' names and phone numbers handy if a team files a complaint during the competition, you need assistance with the Tally Sheet, or any other questions you might have during the competition where the Subcommittee members could help.
3. Have help and make sure they show up early—usually 1 hour before the first event is scheduled. (see subsection e. above for all the reasons why your students should help run a competition.)
 - During the competition, students may act as judge greeters, stand in the parking lots or outside of the competition location to guide teams and judges to the correct rooms, take judges and teams to their assigned competition rooms, keep time during the rounds, and assist you with any task that comes up during the competition.
 - Have your helpers dressed so they are easily identifiable to teams and judges, and not just with "special" name tags. For example, have them all wear khaki pants/skirts and white shirts. Or, if you have "official" Advocacy Board shirts, have all helpers wear them. When teams are stressed and looking for someone to ask for information, having helpers dressed in suits but with a "special" name tag, or a name tag with a ribbon, is not always the most obvious.
4. Signs, signs, and more signs.
 - Make sure everything competition-related is well marked. You may want to choose paper of one color so you can tell teams that "Everything related to the competition will be on

neon pink paper.” This includes all competition rooms, restrooms, general arrows for directions to these places, etc.

- Put signs up the night before, if possible. If not, post them at least an hour before the first competition event, because teams and judges tend to arrive early.

5. Team Sign-In Sheets.

- Law schools are no longer required to designate who their team members will be prior to arriving at the regional competition. Therefore, the ABA will provide you with a list of each participating school, and the list of names schools submitted as either actual or alternate team members.
- When each team checks-in, that team is to designate who on that list will be “officially” assigned to which team or teams (if they registered 2 teams).
- Only after all teams have signed-in and designated who is officially on each team, are you to provide all teams with the list of which schools have been assigned which team letters. This avoids teams trying to choose certain team members based on who their opponent will be.

6. Team Pairings.

The ABA will provide you with the official pairing list of which teams will compete against each other during the first 2 preliminary rounds. (see Appendix L for sample pairings).

7. Collecting and reviewing scoring ballots.

- At the end of each heat, you should collect the Scoring Ballots from the judges, or have the student bailiff/helper take the Scoring Ballots to the tabulation room.
- Whomever collects the Scoring Ballots, make sure they review them to ensure they are complete and readable (see Appendix H for a Scoring Ballot checklist and Appendix I for a sample Scoring Ballot). They should check that:
 - ✓ there is a score in each box;
 - ✓ the scores do not exceed the maximum score allowed score;
 - ✓ the numbers are legible;
 - ✓ the ballots are not tied;
 - ✓ the judges have indicated whether the teams were ethical or not, and if not, the judge(s) provided an explanation; and
 - ✓ the judges have completed the top of the ballot with their name, the team letters, the round, and the room.
- Should there be an error in any of these categories, the ballot needs to be returned to the judge for clarification. It is best to conduct this check and hand the ballot back to the judge(s) **BEFORE** you take the ballots from the room.
- However, if you don’t notice the error until after the ballots have been taken from the room and brought to the tabulation room, bring the ballot to the judge **BEFORE** the judges are released so that you can get clarification while the round is fresh in the judge’s mind.

8. Judges’ Comment Sheets.

The judges may keep their written Comment Sheets to help them provide oral feedback to the teams. And after they provide that feedback, the judges should give each team their respective Comment Sheet. (see Appendix J for a sample Comments Sheet).

C. Required events during the competition:

- 1. Breakfast for Teams and Coaches (and judges, too):** If your budget doesn't allow for this, teams just need to be notified in advance so they can eat before they arrive to the competition.
- 2. Orientation for Teams and Coaches:** Before the first round begins, you need to conduct a short orientation for the teams and coaches. No one other than the student competitors, alternates, coaches, and person(s) conducting the orientation session may attend, so take roll to make sure all teams are present and there is no one there who shouldn't be.

Because we no longer allow teams to ask for clarifications about the problem at the competition, this orientation should cover the following:

- Your contact information---a cell phone number and/or room where you can be located during the competition in case of any questions, problems, or complaints (Rule 17);
 - Competition schedule;
 - Location for lunch (or if lunch is not being provided, the time allotted for the lunch break);
 - Location and time for announcement of the teams advancing to the final round;
 - Reminder that scouting is prohibited (Rule 19);
 - Reminder that coaches, friends, observers, family members, or anyone else associated with a team cannot speak to that team from the moment the first pre-negotiation analysis session begins until the judges complete their oral feedback to the teams (Rule 19);
 - Reminder that ALL teams, regardless of whether they are competing in the first heat or second heat of the round **MUST** attend the conflicts check for BOTH rounds (or all three rounds if they advance to the final round) (Rule 10);
 - Reminder that everyone (both teams, coaches, friends, observers, family members, or anyone else associated with a team) **MUST** leave the room when judges are completing their score sheets and may return when the judges are ready to provide oral feedback to the teams (Rule 11);
 - Reminder that all teams, coaches, friends, observers, family members, or anyone else associated with a team **MUST** keep the team's school affiliation anonymous to judges during the competition (Rule 12); and
 - Whether timekeepers will be provided in each room or whether a judge will be assigned that task. Teams know they are also responsible to keep track of their time (see Appendix M for a judges' timekeeping sheet, which the student bailiff/helpers can use should you provide student bailiff/helpers in each room to keep time).
- 3. Orientation for Judges:** Before each round, you'll conduct an orientation for the judges. As explained above in the Judges' section, the ABA will provide you a video to play for the judges that covers the details about the format of the competition, scoring, anonymity of the teams, etc.

Therefore, after you play that video, you just need to address the following with the judges:

- Competition schedule;
- The room they've been assigned to;
- How you'll conduct the conflicts check;
- Location of restrooms;
- Whether a student helper will act as timekeeper or whether one of the judges will need to do that;
- Where the judges should go after the round is over (whether they're assigned to a room with 2 negotiations or just 1 negotiation, because the number of teams is not evenly divisible by 4). Can they leave or should they stop by the tabulation room to be officially "released" for the day? Or, if they're judging another round, where they should report after the first round is over.

4. Announcement of Teams Advancing to Finals and Tally Sheet Review Period:

After each round, enter each team's scores for that round in the Master Tally Sheet provided by the ABA. (see Appendix K for a sample Master Tally Sheet). At the completion of the 2 preliminary rounds, you must do the following:

- make a preliminary announcement of which 4 teams are advancing to the final round (these 4 teams only become "official" after the review period expires);
- provide the teams with copies of their score sheets (should be a maximum of 3 per round—so if there were 4 judges in a room, one score sheet had to be destroyed, and if there were fewer than 3 judges, there may only be 2 score sheets per round). Because you no longer need to provide the original score sheets to the ABA (a scanned copy is preferred), we suggest you scan all score sheets first, then give one team the original score sheet and one team a copy. This avoids you having to keep a bunch of paperwork or having to make more copies than necessary.
- Provide teams with a copy of the Master Tally Sheet showing all teams' scores and rankings;
- Provide teams a 10-minute review period to raise any mathematical or scrivener's errors once the Master Tally Sheet and Scoring Ballots have been distributed to them;
- Resolve any mathematical or scrivener errors if any are raised during the review period;
- Resolve any outstanding complaints of rule violations if any were raised;
- Then announce the "official" 4 teams advancing to finals and hand out the final round secret facts to the appropriate teams and determine who will be paired against whom. (see Rule 15 for details about this).

D. Promoting Coach and Team Camaraderie.

Too often, coaches and teams don't get to know each other at all during the competition. Many times, if coaches meet each other before (or during) the competition or teams see each other as potential colleagues not just opponents, the competition may run more smoothly. Although no official event or accommodation is required to foster these relationships, some ideas for coaches and teams.

2. For Coaches:

Hold a Coaches' Coffee for a short time before the registration time begins. Sometimes meeting people face-to-face, makes it a little less likely they will raise a complaint during the competition, and instead may opt to chat with the coach about the issue first.

Have a Coaches' Lounge at the official hotel or a room on campus where the coaches can gather without their teams to chat about the competition or just get to know each other.

3. For Teams:

Offer an optional outing for teams (and coaches too) the night before the competition, after the announcement of the finalists is made, or after the conclusion of the competition.

While teams are awaiting the announcement of the finalists, make the wait a bit less stressful by playing trivia with the teams, or offering “mocktails” and snacks while they wait.

Take team photo during the lunch period on the first day, or during the announcement waiting period.

E. After the Competition:

Within 5 days after your competition, you must provide the ABA with the following:

- The names of the two teams that won your regional competition;
- A copy of the master tally sheet for the 2 preliminary rounds;
- Scanned copies of all Scoring Ballots for the 2 preliminary rounds and the final round.

Appendix A
Sample Message from Administrator to Host School Teams

Dear Teams and <Faculty Adviser>:

I am so pleased that you will be representing the <Your Law School Name> this weekend. Please know that the <Administrators> have been working very hard to make this a good experience for all teams.

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 such as not mentioning you live two blocks from campus and not carrying anything with you with the school's name on it like a padfolio, folder, pen, pin, etc.
- 2.. On the day of the competition, try not to go to places other competitors wouldn't go to like offices, lockers, key accessed library study rooms, and classes.
- 3.. 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.
- 4.. For the most part, let your faculty advisor/coach handle questions and interactions with the competition administrator. However, if you must ask a competition-related question, make sure it's one you'd ask if you were at another school.
- 5.. On the day before the competition, we'll send your coach a list of judges we expect may be in your competition rooms. Please look over this list in your coach's office and let us know ASAP if you recognize any of the names so we can avoid judging conflicts. And, then, shred the list.
6. Undoubtedly, there will be judges you DO know who are in other rounds. They'll be instructed not to interact with you and please don't interact with them.
7. On the day of the competition, don't 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 imply you're "signaling" to your judges you're from here. If you're 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!)
8. Please quietly tell your coach about anything that seems inconsistent with these guidelines. S/he will discuss them with me if necessary.
9. Like all competitors, you may not tell a judge what school you are from, even after the round. If another competitor or coach asks, politely tell them you are prohibited from disclosing what school you're from, but they can ask the administrator.
10. Your coach may have additional rules which you should follow so make sure you know them.

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

<Professor / Dean _____>

Appendix B
Sample Host School Message to Participating Schools

(Date)

(Designated Contact
Person) (Law School)
(E-mail Address)

Dear (Designated Contact Person):

The (host name) will be the host for the ABA Law Student Division Region Negotiation Competition, under the direction of (host administrator's name). The competition will be held at (time), on (date), at (include the address).

On that date, all participating law school teams will meet at 8:00 a.m. in (room number). A light breakfast will be served/Please plan to eat before you arrive. Each school will be given its letter designation(s) at that time.

Approximately three weeks prior to the competition, the ABA Law Student Division will send each law school contact and coach the regional problem set.

We have included the regional schedule, directions to the competition, and information on travel, hotels, and restaurants in our area. We look forward to your visit! You and your students are welcome to contact us at any time. My office number is (phone number and extension). In an emergency, during the competition I can be reached at (phone number).

Sincerely,

(Your

Name)

(Your e-mail address)

(Your phone number)

Appendix C
Sample Judge Recruitment Message

Dear (Attorney),

(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.

You are asked to judge one round (which consists of two head-to-head negotiation sessions) and grade participants based upon their legal analysis, poise, creativity, communication, and negotiation skills. Two winning teams from the region will advance to the National Negotiation Finals Competition.

Judging Schedule

Saturday - November XX from 8:30 am to
12:30 pm Saturday - November XX from
2:00 pm to 6:00 pm Sunday - November XX
from 8:30 am to 12:30 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 Negotiation Competition provides a means for law students to practice and improve their negotiating skills. The competition simulates legal negotiations in which law students, acting as lawyers, negotiate a series of legal problems.

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

Appendix D
Sample Judge Confirmation Message:

Thank you for offering to serve as a judge in the ABA Law Student Division Region X Negotiation Competition. This message is to confirm that you are scheduled to judge the following round:

Round X: Date & Time

Please plan on arriving 30 minutes early so we can check you in and you can meet the other judges.

<Continental Breakfast / light snacks / boxed lunch> will be available. Please report to <room name/floor number> at ___ Law School at <street address, city, state>.

MORE JUDGES NEEDED

We still need a few more judges for Rounds X and X. If you know of anyone else who would like to serve as a judge, please have him or her contact me at_____.

COMPETITION DOCUMENTS

The competition problem (negotiation simulation), standards for judging, Scoring Ballot, and Comment Sheet are attached.

Thank you for your contribution to this great learning experience for law students. Please let me know if you have any questions.

Appendix E
NEGOTIATION COMPETITION SAMPLE SCHEDULE

Regional Competition Schedule: Day 1 Morning

- 8:00–8:30 Team check-in & hospitality room
- 8:30–8:50 Judges' orientation & mandatory Team Orientation
- 8:50–9:00 Judges move to assigned rooms. All teams must report to their assigned rooms for a mandatory conflicts check.
- 9:00–9:10 Two successive 5-minute Pre-Negotiation Analyses (no questions from the judges)
Team with letter designation closest to beginning of alphabet goes first.
- 9:10–10:00 Negotiation. Each side may take one 5-minute break during this 50-minute period; a break will not extend the 50-minute negotiation. Both teams must leave the room during a break.
- 10:00–10:05 Preparation for Post-Negotiation Analysis. Judges begin filling out Scoring Ballots sections 1-5.
- 10:05–10:15 Two successive 5-minute Post-Negotiation Analyses (judges may ask questions)
The team with the letter designation closest to the beginning of the alphabet goes first.
- 10:15–10:25 Judges complete Scoring Ballots and Comment Sheets. Scoring Ballots must be collected *before* judges give feedback to the teams; judges will keep their Comment Sheets.
- 10:25–10:35 Judges provide oral feedback on the negotiation to both teams at the same time. Judges give their Comment Sheets directly to the teams *after* the oral feedback session.
- 10:40–10:45 Break. Two new teams set up for another negotiation session.
- 10:45–10:55 Two successive 5-minute Pre-Negotiation Analyses. Team with letter designation closest to beginning of alphabet goes first.
- 10:55–11:45 Negotiation. Each side may take one 5-minute break during this 50-minute period; a break will not extend the 50-minute negotiation. Both teams must leave the room during a break.
- 11:45–11:50 Preparation for Post-Negotiation Analysis. Judges begin filling out Scoring Ballots sections 1-5.
- 11:50–12:00 Two successive 5-minute Post-Negotiation Analyses. The team with the letter designation closest to the beginning of the alphabet goes first.
- 12:00–12:10 Judges complete Scoring Ballots and Comment Sheets. Scoring Ballots must be collected *before* judges give feedback to the teams; they will keep their Comment Sheets.
- 12:10–12:20 Judges provide oral feedback on negotiation to both teams at the same time. Judges give their written feedback Comment Sheets directly to the teams *after* the oral feedback session.

Break for lunch

Regional Schedule: Day 1 Afternoon

- 2:00–2:20 Judges' orientation
- 2:20–2:30 Judges move to assigned rooms. All teams must report to their assigned rooms for a mandatory conflicts check.
- 2:30–2:40 Two successive 5-minute Pre-Negotiation Analyses (no questions from the judges)
Team with letter designation closest to beginning of alphabet goes first.
- 2:40–3:30 Negotiation. Each side may take one 5-minute break during this 50-minute period; a break will not extend the 50-minute negotiation. Both teams must leave the room during a break.
- 3:30–3:35 Preparation for Post-Negotiation Analysis. Judges begin filling out Scoring Ballots sections 1-5.
- 3:35–3:45 Two successive 5-minute Post-Negotiation Analyses (judges may ask questions)
The team with the letter designation closest to the beginning of the alphabet goes first.
- 3:45–3:55 Judges complete Scoring Ballots and Comment Sheets. Scoring Ballots must be collected *before* judges give feedback to the teams; judges will keep their Comment Sheets.
- 3:55–4:05 Judges provide oral feedback on the negotiation to both teams at the same time. Judges give their Comment Sheets directly to the teams *after* the oral feedback session.
- 4:05–4:15 Break. Two new teams set up for another negotiation session.
- 4:15–4:25 Two successive 5-minute Pre-Negotiation Analyses. Team with letter designation closest to beginning of alphabet goes first.
- 4:25–5:15 Negotiation. Each side may take one 5-minute break during this 50-minute period; a break will not extend the 50-minute negotiation. Both teams must leave the room during a break.
- 5:15–5:20 Preparation for Post-Negotiation Analysis. Judges begin filling out Scoring Ballots sections 1-5.
- 5:20–5:30 Two successive 5-minute Post-Negotiation Analyses. The team with the letter designation closest to the beginning of the alphabet goes first.
- 5:30–5:40 Judges complete Scoring Ballots and Comment Sheets. Scoring Ballots must be collected *before* judges give feedback to the teams; they will keep their Comment Sheets.
- 5:40–5:50 Judges provide oral feedback on negotiation to both teams at the same time. Judges give their written feedback Comment Sheets directly to the teams *after* the oral feedback session.
- Break for refreshments, scoring, and announcement of preliminary round results.***
- 6:30–8:00 Announcement of Advancing Teams

Regional Schedule: Day 2 Morning

- 8:30–8:50 Judges' orientation
- 8:50–9:00 Judges move to assigned rooms. All teams must report to their assigned rooms for a mandatory conflicts check.
- 9:00–9:10 Two successive 5-minute Pre-Negotiation Analyses (no questions from the judges)
Team with letter designation closest to beginning of alphabet goes first.
- 9:10–10:00 Negotiation. Each side may take one 5-minute break during this 50-minute period; a break will not extend the 50-minute negotiation. Both teams must leave the room during a break.
- 10:00–10:05 Preparation for Post-Negotiation Analysis. Judges begin filling out Scoring Ballots sections 1-5.
- 10:05–10:15 Two successive 5-minute Post-Negotiation Analyses (judges may ask questions)
The team with the letter designation closest to the beginning of the alphabet goes first.
- 10:15–10:25 Judges complete Scoring Ballots and Comment Sheets. Scoring Ballots must be collected *before* judges give feedback to the teams; judges will keep their Comment Sheets.
- 10:25–10:35 Judges provide oral feedback on the negotiation to both teams at the same time. Judges give their Comment Sheets directly to the teams *after* the oral feedback session.
- 10:40–10:45 Break. Two new teams set up for another negotiation session.
- 10:45–10:55 Two successive 5-minute Pre-Negotiation Analyses. Team with letter designation closest to beginning of alphabet goes first.
- 10:55–11:45 Negotiation. Each side may take one 5-minute break during this 50-minute period; a break will not extend the 50-minute negotiation. Both teams must leave the room during a break.
- 11:45–11:50 Preparation for Post-Negotiation Analysis. Judges begin filling out Scoring Ballots sections 1-5.
- 11:50–12:00 Two successive 5-minute Post-Negotiation Analyses. The team with the letter designation closest to the beginning of the alphabet goes first.
- 12:00–12:10 Judges complete Scoring Ballots and Comment Sheets. Scoring Ballots must be collected *before* judges give feedback to the teams; they will keep their Comment Sheets.
- 12:10–12:20 Judges provide oral feedback on negotiation to both teams at the same time. Judges give their written feedback Comment Sheets directly to the teams *after* the oral feedback session.

Break for lunch, scoring, and announcement of Final Round results.

Appendix F
NEGOTIATION COMPETITION
INSTRUCTIONS FOR BRIEFING JUDGES

Fairness and consistency in scoring are important factors in the success of this competition. Therefore, orientation and instruction of judges is crucial. The schedule provides 30 minutes for orientation of judges.

We urge that you appoint a faculty member at your school to work with the judges to ensure that they review and understand (well in advance of the date of the competition) the simulations and the judging criteria. If you wish, you may yourself assume the role of adviser to judges. If you do, it will be necessary for you to resign from your role as adviser to your school's team and to appoint another faculty member to that position. The adviser to judges will need to have access to confidential information. That person must keep absolutely confidential the information contained in the profile. You should be especially cautious about this to avoid any dispute concerning a conflict of interest or unfair advantage based on "leaked" information.

Judge orientation should occur three times during the competition—one before each round. Have all judges who are judging at the same time, *e.g.*, all judges for the morning session, meet as a group. At a time, you can answer questions concerning the rules, schedule, judging criteria, etc. Specifically, you should stress such administrative matters as the schedule of each round, the importance of keeping on schedule, the importance to the learning experience of the judges' feedback (both written and oral), and the importance of comments on the evaluation criteria form as a means of feedback to the students. You should point out that the judges' critique, among other things, should (a) be specific; (b) include suggestions for areas of improvement; and (c) recognize differing styles, but not avoid criticism, given the style adopted by the team. Please thank the judges for their assistance, and remind them that the ABA appreciates their efforts at providing measured, balanced, respectful, and constructive feedback that focuses on the competitor's negotiation skills. Please also remind the judges to refrain from making positive or negative comments on items that do not directly relate to the skills the competition is seeking to promote, such as comments relating to a competitor's appearance, gender, accent, disability, or religious clothing/jewelry. Also, please explain the following: (1) all observers must leave the room after the self-analyses so that they can complete the Scoring Ballots and Comment Sheets; (2) the scoring ballots will be picked up BEFORE the oral feedback session; and (3) they should hand their Comment Sheets directly to the teams after the oral feedback session.

During the orientation to judges, you **MUST play the Orientation video** provided to you by the Chicago office. You should test the video and your equipment before the day of the competition. So you can answer questions after showing the video, you should also use Appendix G of these instructions during orientation.

Judges should not be told the identity of the teams they are judging. To preserve the teams' anonymity, the ABA Law Student Division will assign team letters. Request that the judges **NOT** inquire of the students the names of their law schools. It is most important that the confidential packets be kept from participants and faculty advisors at all times. They are never to see them. Please instruct the judges not to allow any participants or faculty advisors to see the packets.

Appendix G Orienting Judges

Good morning/afternoon. Thank you for taking time from your busy schedule to help judge the negotiation competition today.

Before we get started on the briefing, I'd like to make sure that everyone . . .

- * signed in
- * received materials
- * [whatever else you need the judges to have done]

A LITTLE ICEBREAKER

How many of you have judged a law school competition before? How about a negotiation competition?

[respond appropriately]

PLAY THE ORIENTATION VIDEO

[You must play the orientation video provided to you by the Chicago Office.]

ABOUT THE SCHEDULE

Let's take a look at the schedule to be sure that you're comfortable with the sequence and responsibilities.

[go through the schedule]

Competitors must keep track of the negotiation schedule provided by the host school, and they must show up on time for the negotiation, pre- and post- analysis, and feedback sessions. One of the judges on each panel must also keep track of the time, though the judges may also ask an observer not associated with any competitor competing at that time to help keep track of time. Negotiation sessions may not last longer than 50 minutes, regardless of where the students are in the negotiation process at that time. Each team may take one break of no more than 5 minutes. The 50-minute period will continue during any such break, and both teams must leave the room during the break.

[Make sure to let judges know where the timesheet is located (i.e., there is a copy in each judge's folder, the student escorting the judges to each room will provide it, etc.) (The Judges Timekeeping Sheet is provided in Appendix K of these instructions.)]

Please also note that it's important to keep on schedule. While it's tempting to extend the judges' comment period beyond the time allotted, we do need to collect Scoring Ballots and keep on schedule; losing 5 or 10 minutes here or there adds up quickly to a logistical problem, so please keep an eye on the schedule.

ABOUT THE SCORING

[Make sure the judges understand scoring. This is covered in the video, but you may want to quickly go over the documents in their judging' packets.]

[Show the judges the SCORING BALLOT.] You will be watching one complete negotiation round (of

two teams going head-to-head). Based on the six criteria (on a scale from 1-20), each judge will be asked to determine a winning team for that negotiation round. Each team will compete in the preliminary rounds using a different fact pattern each time; those teams with the best win/loss record or most wins tallied will likely advance to the final round with four teams.

[Show the judges the COMMENT SHEET.] Please identify strengths and areas of improvement for each team. Each judge should have TWO Comment Sheets (one for each team.)

After the self-analyses, all participants, coaches/faculty advisors, and other observers MUST leave the room while the judges finish completing the scoring documents. While group discussion of the criteria is encouraged to ensure consistency, filling out the Scoring Ballot is done on an independent basis. Once the competition is underway, each judge should make an independent judgment as to a particular team's numerical rating on the various scales on the Scoring Ballots and final win/loss ranking in the two-team negotiation they observe.

After you've watched the teams negotiate, your Scoring Ballots will be collected before you give feedback to the final teams. You should keep your Comment Sheet while you give your oral feedback and give each team its respective Comment Sheet after you have provided the oral feedback. You are highly encouraged to give written feedback to the teams.

The students will receive your Scoring Ballots after the announcement of the four teams who will advance to the final round. Students find judges' written comments particularly helpful. Those extra minutes you spend filling out the feedback forms can provide an invaluable learning experience.

Any questions about the scoring? [respond appropriately]

SOME FINAL TIPS

1. If you recognize any student who will be negotiating in your room, please do not let the round begin; rather, find a competition administrator immediately. Typically, the administrators will do a conflicts check in each room before the round begins.
2. Be aware that there may be observers in the room; some observers may be coaches, while others may be students or faculty associated with the host school. Competition rules discourage observers from leaving the competition room until judges have concluded their feedback to the competitors (including during the preparation for self-analysis and both teams' pre- and post- analyses.)
3. Remember not to ask observers what school they're from!
4. Discuss any issues addressed in the team orientation session that should be brought to the judges' attention.

CONCLUSION

Thank the judges for giving their valuable time to assist law students by judging the competition.

Introduce the people running the competition and go over room assignments. Volunteers should be available to show the judges to their rooms.

Ask judges to take a few minutes to read through the scenario again.

Appendix H

Checklist for reviewing Judges' Scoring Ballots and collecting the Comment Sheets

1. The Judges' Scoring Ballots must be collected at the completion of a negotiation round **BEFORE** the judges give their feedback to the two teams. Also, both the Judges' Scoring Ballots should be reviewed as soon as they are collected so that any issues can be addressed before the judges finish giving feedback to the two teams.
2. The reviewer should first ensure that each judge has 1 Scoring Ballot; and 2 Comment Sheets (one for each team observed in that room).
3. The reviewer should then ensure that each judge has properly filled out the top portion of their Scoring Ballot and Comment Sheet with each team's letter designation, the round, the judge's name, and the date. The reviewer should also confirm that those team letter designations were actually the teams that did compete in that room.
4. The reviewer should then review the Scoring Ballot to ensure that each judge has designated which team he/she thought won the round. A judge cannot tie two teams. Each judge must be designate the winning and losing team of the round.

If the reviewer determines an error in the ballot (i.e. a judge has assigned both teams with a win or the reviewer cannot read the judge's handwriting to determine what rank a team received) the reviewer needs the judge to clarify his/her rank immediately. There is nothing worse than realizing an error with a judge's scoring ballot after the judge has left the competition and cannot be reached.

5. The reviewer should then review the Scoring Ballots to ensure that the judge has circled/indicated a number for each of the 6 criterion and only one number, and that the number is clearly legible. If the reviewer cannot read or determine what number the judge has chosen for a particular criterion or the judge has not circled/indicated a number for a particular criterion, the judge should do so immediately.

Then the reviewer should ensure that the judge has completed the questions for criterion VII regarding Negotiating Ethics. The judge **MUST** circle whether a team observed or violated ethical standards. **AND**, if the judge circled "Violated," then the judge **MUST** provide a brief explanation of the unethical conduct. If the reviewer cannot read or understand the judge's response or the judge has left it blank, please have the judge complete it immediately.

Also, because ethical violations are so important, please make sure the host administrator knows about the judge's decision immediately because the administrator may have to discuss the situation with the judge.

6. Once the reviewer has completed the above steps, the reviewer should take the Scoring Ballots to the tabulation room for processing, and the judges may begin their oral critique of the teams. The judges should keep their Comment Sheets during the oral critique to help them to provide critiques to the teams.
7. After the judges give their feedback, they should provide each team with their respective Comments Sheets and they should be instructed about whether they are free to leave or whether they need to return to a particular room/area to be "checked out" from the competition.

Appendix I: ABA Negotiation Competition Scoring Ballot

Team Letter: Student #1: Student #2:	JUDGE'S NAME: CIRCLE ROUND: PRELIM 1 PRELIM 2 FINAL	Team Letter: Student #1: Student #2:																														
(max 20 pts)	1. NEGOTIATION PLANNING/PRE-NEGOTIATION ANALYSIS Including the pre-negotiation analysis, the team was prepared based on its performance and strategy. <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td></td><td>Poor</td><td></td><td>Marginal</td><td></td><td>Average</td><td></td><td>Good</td><td></td><td>Excellent</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>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)	2. FLEXIBILITY & ADAPTATION The team was able to be flexible/adapt its strategy to new information or other team's approach. <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td></td><td>Poor</td><td></td><td>Marginal</td><td></td><td>Average</td><td></td><td>Good</td><td></td><td>Excellent</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>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)	3. OUTCOME OF SESSION Regardless of whether an agreement was reached, the outcome served the client's goals. <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td></td><td>Poor</td><td></td><td>Marginal</td><td></td><td>Average</td><td></td><td>Good</td><td></td><td>Excellent</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>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)	4. TEAMWORK Team members worked together, shared responsibility, communicated, and provided mutual support. <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td></td><td>Poor</td><td></td><td>Marginal</td><td></td><td>Average</td><td></td><td>Good</td><td></td><td>Excellent</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>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)	5. RELATIONSHIP WITH OPPOSING TEAM Team worked well with opposing team to contribute and not detract from achieving client's best interests. <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td></td><td>Poor</td><td></td><td>Marginal</td><td></td><td>Average</td><td></td><td>Good</td><td></td><td>Excellent</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>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)	6. POST-NEGOTIATION ANALYSIS Team learned from today's negotiation. (Scored after each team's individual post-analysis.) <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td></td><td>Poor</td><td></td><td>Marginal</td><td></td><td>Average</td><td></td><td>Good</td><td></td><td>Excellent</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>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													
Y or N	NEGOTIATING ETHICS Team observed ethical standards by, for example, not misrepresenting material facts, exceeding authority, or inventing self-serving facts. If a team violated an ethical standard, please provide a brief explanation of the violation on the reverse side of this Scoring Ballot	Y or N																														
Total (max 120 pts)	PLEASE INDICATE THE WINNING TEAM'S LETTER (No ties):	Total (max 120 pts)																														

Appendix J: ABA Negotiation Competition Comment Sheet
JUDGE'S NAME: _____
CIRCLE ROUND: PRELIM 1 PRELIM 2 FINAL

Team Letter:

Student #1:

Student #2:

<p>Please do not comment on things such as:</p> <ul style="list-style-type: none"> • appearance (including clothing, hair, and facial appearance) • an accent, disability, or speech impediment • religious clothing or jewelry • gender, gender identity, or gender expression • names or surnames • other things not related to the substance of the negotiation 	<p>Two things the team did well:</p> <p>1.</p> <p>2.</p>	<p>Two areas for improvement:</p> <p>1.</p> <p>2.</p>

After the 10-minute oral feedback session concludes, please hand this written Comment Sheet directly to each team.

Appendix K: 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 Letter	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 Winners**	Differential*** (+/-)	Rounds Won (0 or 2)	Total Judge Ballots (0-6)	Differential
A															
B															
C															
D															
E															
F															
G															
H															
I															
J															
K															
L															

	Round 1 Votes						Round 2 Votes						Preliminary Totals		
Team Letter	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 Winners**	Differential*** (+/-)	Rounds Won (1 or 2)	Total Judge Ballots (1-6)	Differential
M															
N															
O															
P															
Q															
R															
S															
T															
U															
V															
W															
X															

Appendix L: Team Pairings
AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION
NEGOTIATION COMPETITION
20-Team Pairing Schedule

Note: The ABA Law Student Division will assign letters 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 A & B	Teams E & F	Teams I & J	Teams M & N	Teams Q & R
Session 2	Teams C & D	Teams G & H	Teams K & L	Teams O & P	Teams S & T

Round 2

Session 1	Teams M & J	Teams I & R	Teams A & F	Teams Q & B	Teams E & N
Session 2	Teams G & T	Teams O & D	Teams S & P	Teams K & H	Teams C & L

Side 1 Teams G Side 2 Teams

A	B
C	D
E	F
G	H
I	J
K	L
M	N
O	P
Q	R
S	T

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: A, G, I / E, O, Q / K, M, S
 Side 2 Teams: B, F, L / H, N, T / J, P, R

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: A, G / C, I / E, K / M, S / O, Q
 Side 2 Teams: B, L / D, F / H, R / J, P / N, T

**AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION
NEGOTIATION COMPETITION
22-Team Pairing Schedule**

Note: The ABA Law Student Division will assign letters 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 A & B	Teams E & F	Teams I & J	Teams M & N	Teams Q & R	Teams U & V
Session 2	Teams C & D	Teams G & H	Teams K & L	Teams O & P	Teams S & T	OPEN

Round 2						
Session 1	Teams M & R	Teams Q & J	Teams E & B	Teams U & F	Teams A & V	Teams I & N
Session 2	Teams G & T	Teams C & P	Teams S & H	Teams K & D	Teams O & L	OPEN

<u>Side 1 Teams</u>	<u>Side 2 Teams</u>
A	B
C	D
E	F
G	H
I	J
K	L
M	N
O	P
Q	R
S	T
U	V

*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: C, E, K / M, S, U / A, G, I

Side 2 Teams: B, F, L / P, R, V / D, H, J

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: A, G / C, E / I, O / K, M / S, U

Side 2 Teams: B, L / D, J / H, V / N, T / P, R

**AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION
NEGOTIATION COMPETITION
24-Team Pairing Schedule**

Note: The ABA Law Student Division will assign letters 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 A & B	Teams E & F	Teams I & J	Teams M & N	Teams Q & R	Teams U & V
Session 2	Teams C & D	Teams G & H	Teams K & L	Teams O & P	Teams S & T	Teams W & X

Round 2

Session 1	Teams E & J	Teams I & N	Teams M & R	Teams Q & V	Teams U & B	Teams A & F
Session 2	Teams S & P	Teams W & D	Teams C & X	Teams G & L	Teams K & H	Teams O & T

<u>Side 1 Teams</u>	<u>Side 2 Teams</u>
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A	B
C	D
E	F
G	H
I	J
K	L
M	N
O	P
Q	R
S	T
U	V
W	X

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: C, E, K / M, S, U / A, G, I / O, Q, W

Side 2 Teams: B, F, L / N, T, X / P, R, V / D, H, J

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: A, G / C, E / I, O / K, M / Q, W / S, U

Side 2 Teams: B, L / D, J / F, X / H, V / N, T / P, R

Appendix M NEGOTIATION COMPETITION JUDGES' TIMEKEEPING SHEET

Each panel of judges should appoint one of the judges as timekeeper. The timekeeper should use this sheet to keep track of the time and should stop the teams 50 minutes after the negotiation session begins.

Negotiation Round, Session 1	Begin Time	End Time
5-minute Pre-Negotiation Analysis for first team outside presence of other team (no questions from the judges)		
5-minute Pre-Negotiation Analysis for second team outside presence of other team (no questions from the judges)		
Negotiating session begins when lawyers greet each other and ends 50 minutes later.		
Judges may begin filling out Scoring Ballots and Comment Sheets during the 5 minutes that the student lawyers prepare for their self-analysis.		
Post-Negotiation Analysis period for first team outside presence of other team (begins 5 minutes after negotiation ended and must last no longer than 5 minutes). Judges may ask questions.		
Post-Negotiation Analysis period for second team outside presence of other team (begins immediately after first team's Post-Negotiation Analysis must last no longer than 5 minutes). Judges may ask questions.		
Judges complete Scoring Ballots and Comment Sheets for the two teams. All competitors and spectators must leave the room. (10-minute period).		
Judges provide feedback to both teams (10-minute period).		
Negotiation session must last no more than 1 hour and 35 minutes.		
Session 2		
5-minute Pre-Negotiation Analysis for first team outside presence of other team (no questions from the judges)		
5-minute Pre-Negotiation Analysis for second team outside presence of other team (no questions from the judges)		
Negotiating session begins when lawyers greet each other and ends 50 minutes later.		
Judges may begin filling out Scoring Ballots and Comment Sheets during the 5 minutes that the student lawyers prepare for their self-analysis.		
Post-Negotiation Analysis period for first team outside presence of other team (begins 5 minutes after negotiation ended and must last no longer than 5 minutes). Judges may ask questions.		
Post-Negotiation Analysis period for second team outside presence of other team (begins immediately after first team's Post-Negotiation Analysis must last no longer than 5 minutes). Judges may ask questions.		
Judges complete Scoring Ballots and Comment Sheets for the two teams. All competitors and spectators must leave the room. (10-minute period).		
Judges provide feedback to both teams (10-minute period).		
Negotiation session must last no more than 1 hour and 35 minutes.		

Appendix N: Judges Sign-In Sheet

Round # _____

	Name PLEASE PRINT LEGIBLY	<i>Law School(s) Attended or Other Affiliations</i>	<i>Number of Years in Practice</i>	<i>How much did you prepare? (1 = not at all - 5 = extremely prepared)</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				