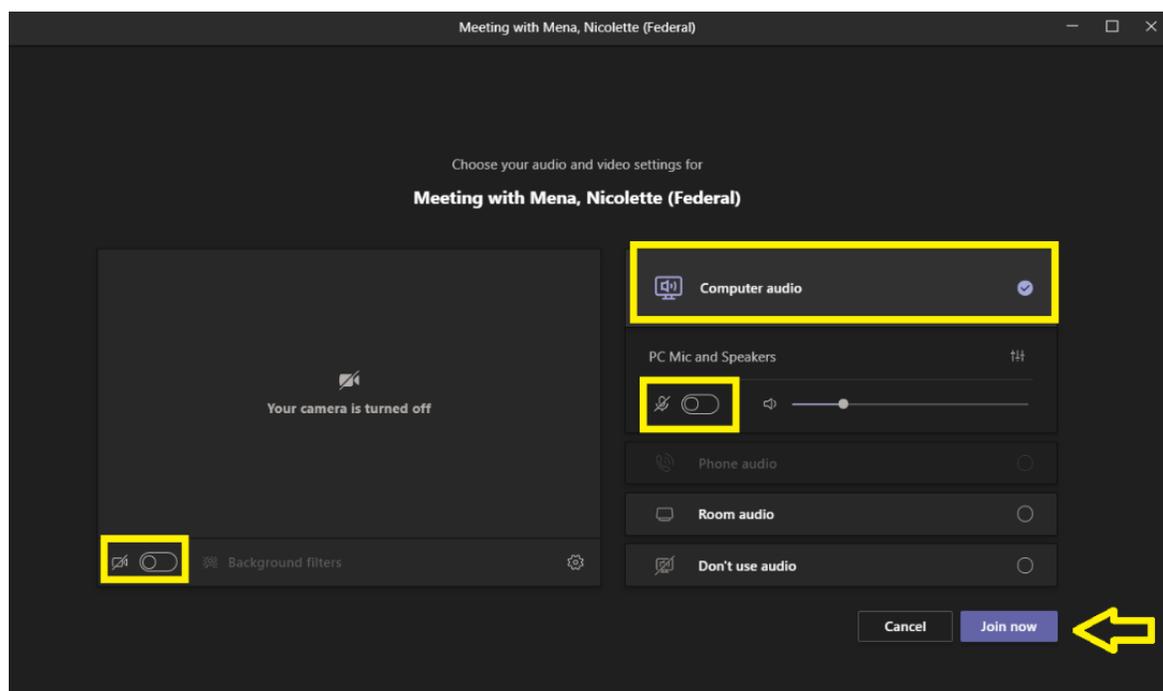


10th Annual Tbilisi Vis Pre-Moot Virtual Hearing Procedures

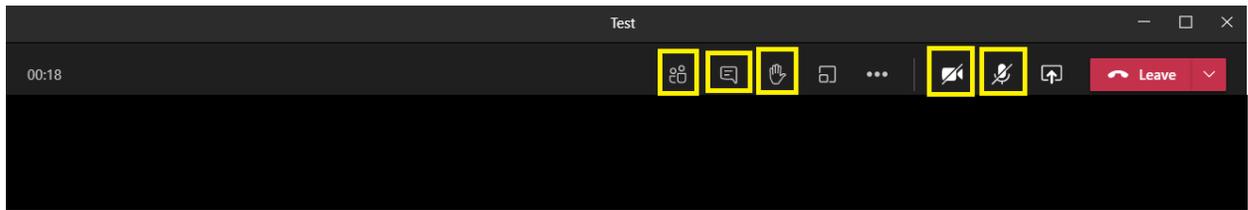
Technical Requirements and Guidance

- We will be using Microsoft Teams for the virtual hearings. The best experience on Microsoft Teams will be to run it through the application, which can be downloaded to any computer from Microsoft.com/teams if you do not already have the application on your computer. Once downloaded, you can set up a free account and will be able to access the meeting links that we provide.
- If you have issues with the Microsoft Teams application, we recommend using the latest version of Google Chrome from a laptop, desktop PC or Mac to join via web browser.
- Please log-in **15 minutes** prior to the start of your session to check your microphone, camera device, and internet connection. It is important that you test your devices before you log-in and please note that once you log-in via the Microsoft Teams application or via Google Chrome, the program may ask for permission to access your microphone, audio and camera. Please follow the prompts to allow the program access to your computer's microphone, audio, and camera.
- Microsoft Teams recommends that all users have an adequate internet download speed dedicated to the device that they are using to participate. To further minimize bandwidth issues, we recommend closing other browser windows or applications that may be running in the background.
- You will find your meeting room link in the Program Book and/or the Competition Matchup Chart.
- Your meeting room will activate at the designated session time. You will receive information on the duration that your room will be accessible.
- Once you click the meeting link, the following screen should appear after being redirected in your internet browser:





- Be sure to turn your camera on by activating the bottom left bar. A preview of your camera should appear once that is activated
 - Confirm there is a check mark where “Computer audio” is noted in the box on the top right
 - Activate your microphone by clicking on the bar highlighted below the computer audio section.
 - Click “Join now” when your camera is on, computer audio connected, and computer mic and speakers activated.
- Once your session begins, please mute your microphone while other participants are speaking. This ensures that other participants can hear the speakers.



- Take note of the icons at the top of your meeting window in the menu bar
 - Highlighted in yellow boxes from left to right
 - Participants
 - Clicking this will show a list of all participants in the session
 - Chat box
 - Utilize this to ask a question or make a comment
 - Hand
 - Utilize this when you would like to ask a question
 - The participants menu will allow you to see who has raised their hand and you can allocate speaking-time accordingly. This ensures that participants do not speak over one another.
 - Camera icon
 - When there is a line through this icon your camera is disabled
 - *Please keep your camera on while in session*
 - Microphone icon
 - When there is a line through this icon, your microphone is disabled, and you are muted
 - *Please keep yourself muted when you are not speaking*



Procedures for Virtual Hearings

- The Tbilisi Vis Pre-Moot organizers will assign for each argument a 'moderator' to ensure abidance by the present procedures and General Rules.
- Teams must mute their microphones when not speaking and ensure there is extraneous noise throughout the arguments; for the avoidance of doubt, the presiding arbitrator and/or the moderator will monitor extraneous noise, and reserves the right to stop an argument or mute someone if the pleading becomes impossible to hear.
- Each round will be recorded and timed.
- Teams who fail to participate in their scheduled argument without providing a valid reason no less than 24 hours prior shall be deemed to have forfeited from the Pre-Moot, and their scheduled arguments may be cancelled. This is to enable the Pre-Moot administrators to find a reliable replacement.
- If counsel does not appear for a round by 15 minutes after the scheduled time, the arbitrators should proceed to hear arguments from the counsel present. Arbitrators are to regard absent counsel as having forfeited their opportunity to present arguments and may not grant any points.
- If the absence is due to technical connectivity issues, then the Pre-Moot organizers may reschedule the session further in consultation with the Arbitral Tribunal.
- If only two out of the three arbitrators have appeared, then an alternate arbitrator will be assigned or the hearing room moderator will serve as the third arbitrator.
- If during the hearing, any party or arbitrator incurs a technical problem that delays the proceeding by more than 5 minutes, then the arbitrators reserve the right to extend the overall pleading time for the impacted party. The Pre-Moot organizers reserve the right to reschedule the hearings to another time if such delays impact the hearing for more than 15 minutes.
- At the beginning of the session, the presiding chair arbitrator or hearing room moderator will take attendance and record the names and schools of the participating oralists, and will read out the following text, once for each team:

Do you, the students of [name of participating university], arguing on behalf of the [Claimant or Respondent, as the case may be], solemnly promise that you will abide by the Rules of the Vis Moot and the eVis Pre-Moot, and that you will not communicate with, or in any way receive help from, your coaches, fellow teammates or anyone else during this argument?

Each oralists in the team shall then reply: I do solemnly promise.

- At the end of the argument, the teams will remain in place. Arbitrators may offer immediate verbal feedback to teams.