



9TH NATIONAL LAW UNIVERSITY ODISHA

BOSE & MITRA & CO.

INTERNATIONAL MARITIME ARBITRATION MOOT, 2022

~PROCEDURE AND GUIDELINES~

FOR

VIRTUAL ORAL ROUNDS



TABLE OF CONTENTS

PLATFORM DETAILS	3
VIRTUAL ORAL ROUNDS.....	3
COMMUNICATION AMONGST TEAM MEMBERS	5
COMMUNICATION WITH THE HOST.....	5
TIMEKEEPING	5
COURTROOM CONTACT PERSON	6
TRIAL RUNS.....	6
ANNEXURE 1.....	8
ANNEXURE 2.....	9
ANNEXURE 3.....	15
ANNEXURE 4.....	16
ANNEXURE 5.....	18

Pursuant to Rule 3 of the Addendum to the Rules of the Competition, the following Procedure and Guidelines for the Virtual Oral Rounds are applicable and binding on all the participating teams.

PLATFORM DETAILS

1. The Virtual Oral Rounds [VOR] shall take place on the platform provided by 'Moot Yaatly'. The platform can be accessed at <https://moot.yaatly.com/>
2. All participants must access Moot Yaatly on their laptops/personal computers only. The use of mobile phones and/or tablets shall not be permitted to appear in VOR.
3. All participants must access Moot Yaatly only through Chrome, Microsoft Edge or any other chromium based web browser. Use of any other browser (e.g., Safari, Opera, Firefox, etc.) is strictly prohibited.
4. All participants shall only use the email address used for registering for the IMAM to register their accounts with Moot Yaatly. Kindly refer to Annexure 1.

VIRTUAL ORAL ROUNDS

[Kindly refer to Annexure 2]

1. The participants must use the link provided by the Organising Committee to register for each event (each preliminary round). Participants must register for all the events by 19th-20th March 2022.
2. The participants shall log in to Moot Yaatly via their registered email addresses.
3. Participants shall remain anonymous for the entire duration of the event by renaming themselves after entering the Lobby in the following format- Team Code | Side | Role. Kindly refer to Annexure 2.7.

E.g., 801 C S1 / 802 R S2 / 803 R R, where for Sides: C refers to Claimant and R refers to Respondents and for Roles: S1 refers to Speaker 1, S2 refers to Speaker 2, and R refers to the researcher.

4. Reporting Time: The teams are required to join the courtroom half an hour before the scheduled round.
5. Joining the Virtual Court Room:
 - a. Participants are required to join the appropriate virtual courtroom via the listings in the Lobby. Kindly refer to Annexure 2.6.
 - b. Participants must select their respective side before joining the virtual courtroom. Kindly refer to Annexure 2.9.
6. Audio and Video:
 - a. The participant shall use earphones/headphones/headset to avoid disturbance/echo during the rounds.
 - b. Participants' camera shall not be turned off at any time during the entire duration of the round.
 - c. The researcher's microphone shall remain muted for the entire duration of the round. The Speaker's microphone shall remain muted until their turn.
 - d. In case of any hindrance faced owing to poor internet quality, the Speaker can click on 'pause all videos on your screen'. This will pause the video thumbnail of all the other attendees of the courtroom on the Speaker's screen. Other participants will be able to broadcast and continue their videos through the session. Kindly refer to Annexure 5.
7. Podium: [Kindly refer from Annexure 2.10]
 - a. During the rounds, each Speaker must 'take the floor' in turn. The order may be mutually agreed upon between the participating teams before the commencement of the round.
 - b. Once the Speaker takes the floor, the Speaker's video is automatically switched off, and all the participants will be muted. The Speaker on the floor/ podium must unmute the microphone and switch on the video before commencing his/her submission.
 - c. Post submissions, the Speaker shall 'stand down'. Once again, the Speaker's video is switched off automatically, and all the participants are muted. The Speaker must switch on the video immediately.
8. Prep Rooms: [*Kindly refer to Annexure 3*]

- a. 'Prep rooms' shall be used upon the conclusion of the round only. Use of prep rooms before the commencement of the rounds, under any circumstance, will attract penalty at the complete discretion of the host of the courtroom.
- b. After the conclusion of the sur-rebuttal, participants are required to join their respective prep rooms upon receiving instructions from the host.
- c. In case of any assistance inside the prep room, participants can request assistance from the host via 'courtroom chat' by messaging 'Need Help'.
- d. Participants will be informed to re-join the main courtroom via courtroom chat.
- e. To exit the prep room, the participants must press the back button on their browser and go back. This will prompt a pop-up window via which the teams will be required to re-join the same courtroom via the same side.

COMMUNICATION AMONGST TEAM MEMBERS

1. During the rounds, participants may communicate amongst each other using the Team Chat option.
2. Participants are not allowed to communicate with the judges at any time.
3. The host will constantly monitor the participants' communications. Any unauthorised communication between teams will be treated as unfair means, leading to an appropriate penalty, ranging from the deduction in round points to disqualifying the team from the competition.

COMMUNICATION WITH THE HOST

1. The host shall brief the participants before the commencement of the rounds and address all queries or concerns.
2. During the rounds, the teams may use the 'room chat' option to communicate with the host.
3. In the prep room, the teams shall use the public chat by seeking 'Need Help - requesting the host's presence in the prep room' to clarify any query or concerns

TIMEKEEPING

1. In the Preliminary Rounds, each team is allotted 30 minutes of speaking time, including the time for rebuttals and sur-rebuttals.
2. In the Advanced Rounds, each team is allotted 45 minutes of speaking time, including the time for rebuttals and sur-rebuttals.
3. In the Preliminary Rounds, each Speaker shall be allocated a minimum of 10 minutes, exclusive of the time allotted for the rebuttals and sur-rebuttals.
4. In the Advanced Rounds, each Speaker shall be allocated a minimum of 18 minutes, exclusive of the time allotted for the rebuttals and sur-rebuttals.
5. The researcher shall submit the team's time allocation by entering the respective time division in the 'Speaker Times' column before the round's scheduled commencement as provided under Annexure 2.10, post which the speaker times must be saved. Notwithstanding, the first Speaker from each team must inform the judges about the allocation of their time.
6. The timer for each Speaker would be visible on the top right corner of the podium. The host shall start the timer once the submissions begin. Additionally, the host shall communicate to the teams and the judges, via the chat option, the remaining speaking time in the intervals of 10, 5 and 2 minutes each. No speaker shall be permitted to speak after the allocated time's conclusion unless authorised by the judges. In case of additional time, the host shall adjust the timer, which would be visible in the same top-right corner of the floor. Kindly refer to Annexure 2.12.

COURTROOM CONTACT PERSON

1. A designated person shall be assigned to each courtroom as the courtroom contact person, whose contact details will be shared with the teams before the rounds commence.
2. The courtroom contact person shall ensure that the participating team's login and join the meeting as per the scheduled time.

TRIAL RUNS

1. To acquaint the participating teams with the platform, the Organising Committee shall conduct a trial run on Moot Yaatly on 19th -20th March 2022.
2. The participating teams must create their Moot Yaatly account by following Annexure 1 before the trial runs.

3. The trial run shall be conducted in the auditorium, available in the top left-hand side corner in the Lobby.
4. The participating teams are advised to undertake trial runs from the same venue and use the same network connection used for the VOR.
5. Additional trial runs may be held by the Organising Committee upon receipt of such requests from the teams.
6. Notwithstanding, the teams are advised to acquaint themselves with the Yaatly platform. Additional clarifications regarding the same will be provided to the teams during the trial run on 19th - 20th March 2022.
7. All participants must join the trial run. Teams shall rename themselves according to their roles assumed in the first preliminary round before entering the auditorium for the trial run.

ANNEXURE 1

How to register an account on Moot Yaatly?

1. Visit <https://moot.yaatly.com/>.
2. This will direct you to the login page of Moot Yaatly. Create an account or sign up.

The image shows two side-by-side screenshots of the Moot Yaatly website. The left screenshot is titled 'LOGIN TO YAATLY' and features input fields for 'Email' and 'Password', a 'Forgot password?' link, a 'Log in' button, and a 'Need an account? Sign up' link. The right screenshot is titled 'CREATE YOUR ACCOUNT' and includes a note about competitor names, input fields for 'First and last name', 'Email', and 'Password', a 'Enter your password again' field, a 'Terms of Use' checkbox, a 'Register' button, and a 'Sign in' link for existing users. Both pages have a 'Privacy' link and a purple logo in the bottom right corner.

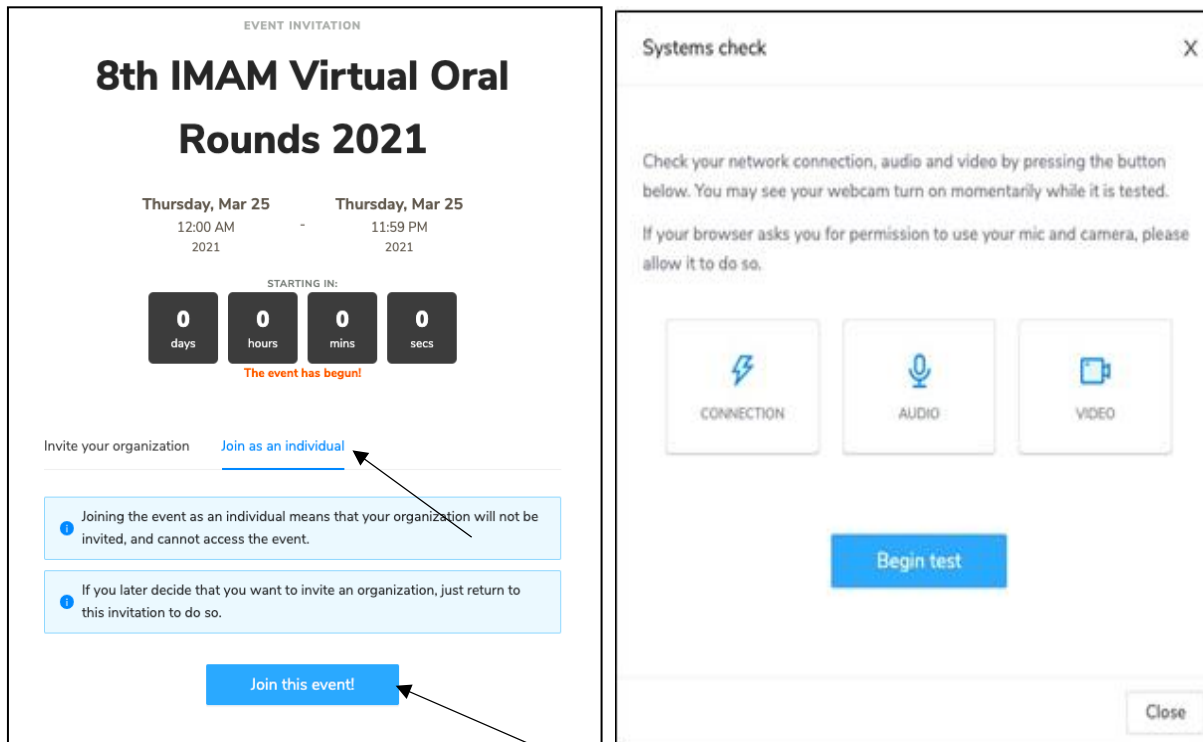
3. The name must be 'team code and role of the participant for the first preliminary round'. E.g., 801 S1. Additionally, the email address registered with the Organising Committee must be used to create the Moot Yaatly account. Before Registering, ensure checking the box for Terms of Use.
4. After registration, enter Team Code - Role in the first preliminary round in 'Name of Organisation'. This completes the registration of your Moot Yaatly account.

The image shows two screenshots of the Moot Yaatly registration process. The left screenshot is titled 'CREATE YOUR ACCOUNT' and shows a form with fields for 'First and last name' (filled with '801 S1'), 'Email' (filled with 'xyz@gmail.com'), and 'Password' (filled with dots). There is a 'Terms of Use' checkbox that is checked and a blue 'Register' button. The right screenshot is titled 'Get started by creating your own organization' and shows a form with a 'What's it called?' label and a text input field containing 'Team Code - Speaker 1 / 2 / Researcher'. There is a 'Create' button and a '38 / 80' character count. Both screenshots have a purple logo in the bottom right corner.

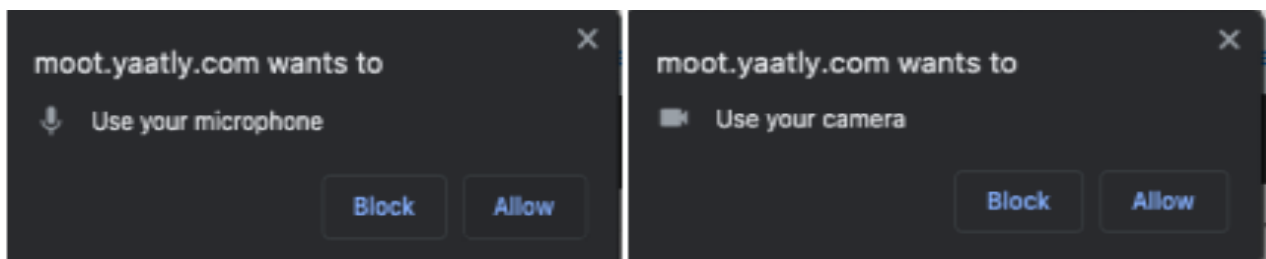
ANNEXURE 2

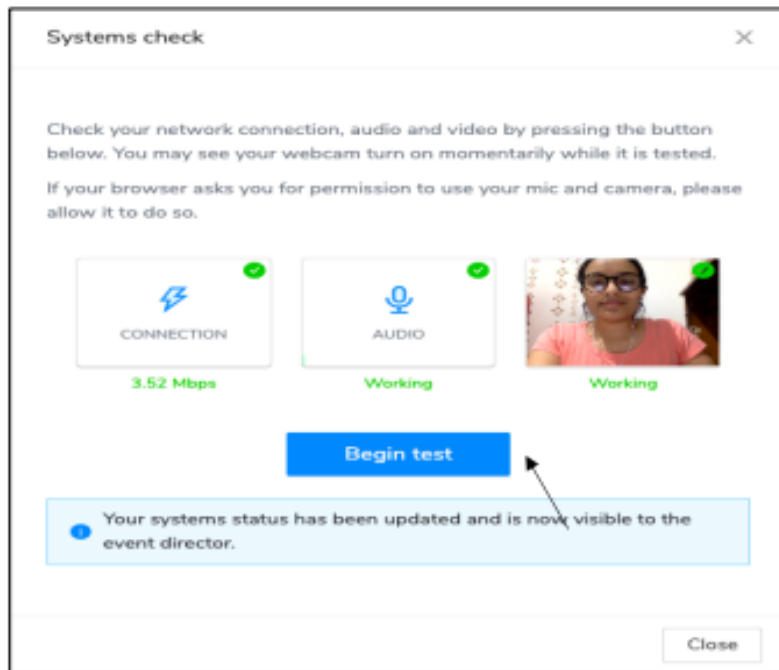
How to join the event for Virtual Oral Rounds?

1. Use the link provided by the Organising Committee and sign in using your registered account for Moot Yaatly. Join the event as 'an individual'.
2. After joining the event, participants would be directed to the Lobby of the event.
3. Begin test to ensure that connection, audio, and video is proper.



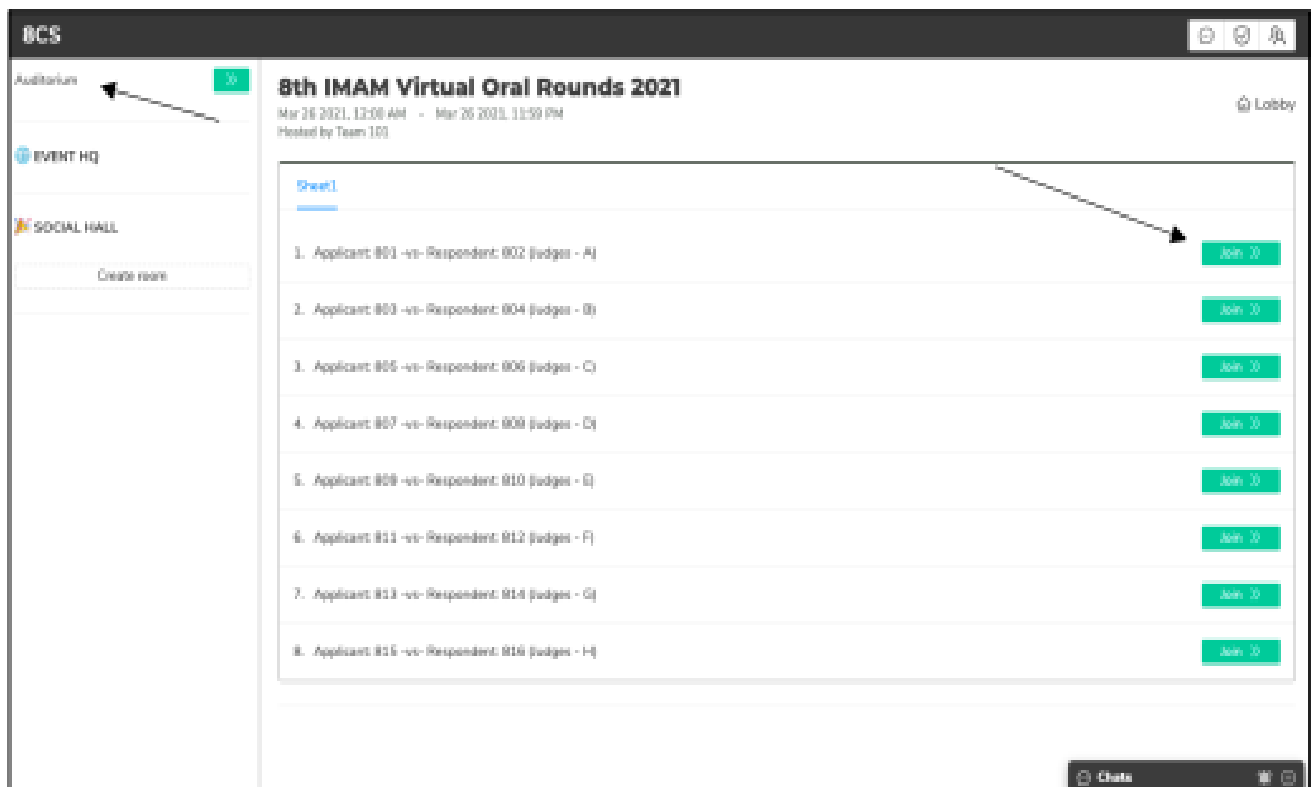
4. Mandatorily complete the systems check. This information will be visible to the event director. You will not be allowed to commence your rounds if the systems check is not complete and the information is not visible to us.
5. In case a pop up in the top left appears for permission to access the microphone and camera, ensure that it is allowed.





Once the test is completed, close the pop-up.

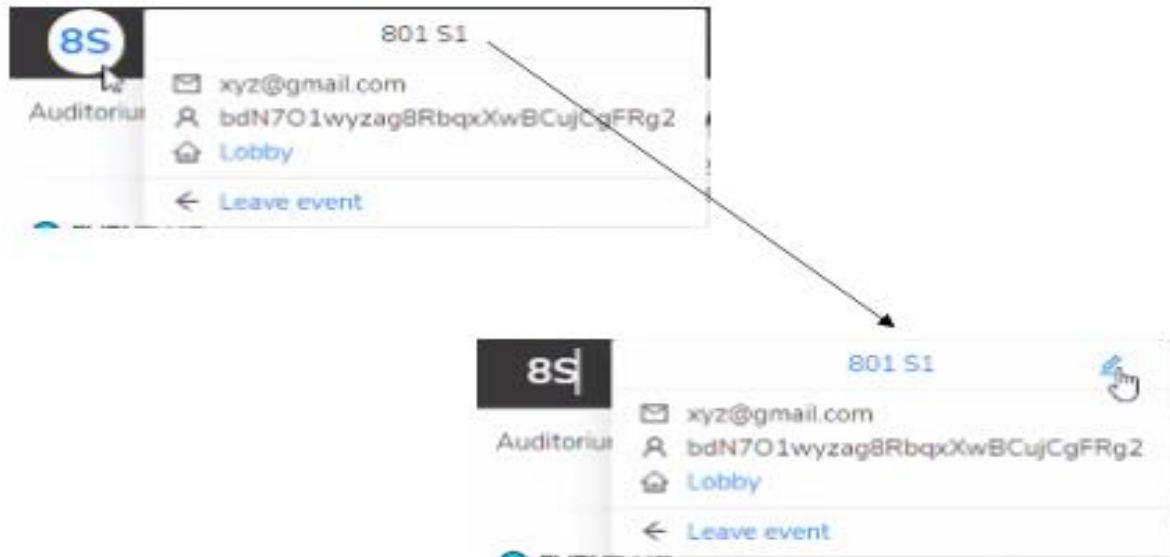
6. Now you enter the Lobby. All the postings for the eight virtual courtrooms would be visible on the screen. The participants are required to join their respective courtroom only. Note that you can enter the auditorium by accessing it from the lobby screen's top left corner. Only upon express instructions from the Organising Committee shall the teams enter the auditorium.



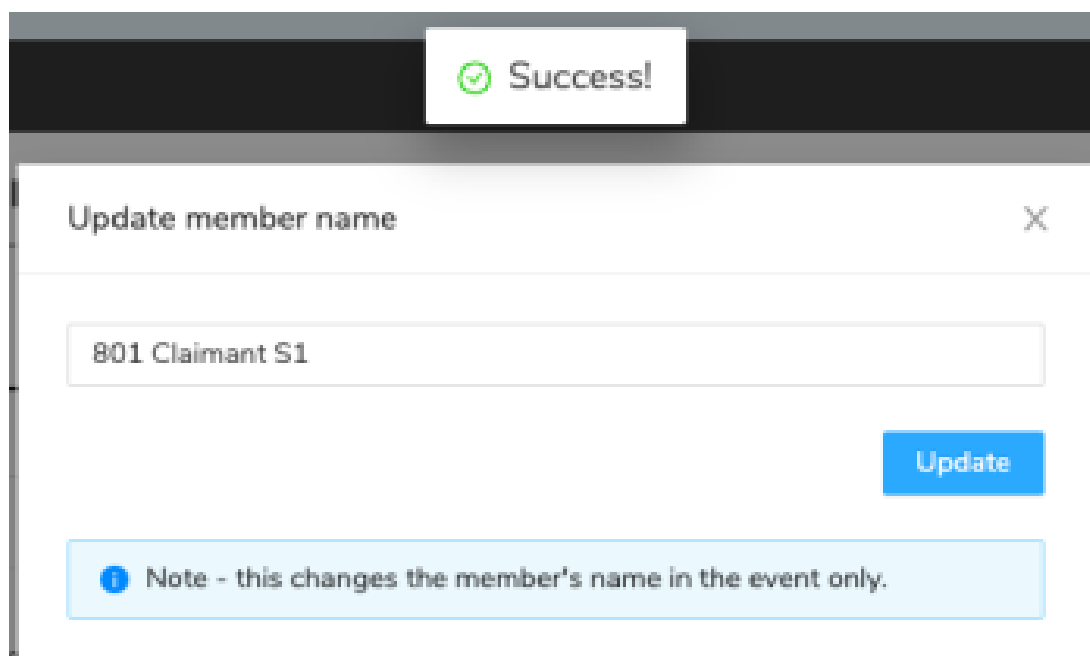
7. Before joining the respective courtroom, ensure to rename it in the prescribed manner.

E.g.: 801 C S1/ 802 R S2/ 802 R R.

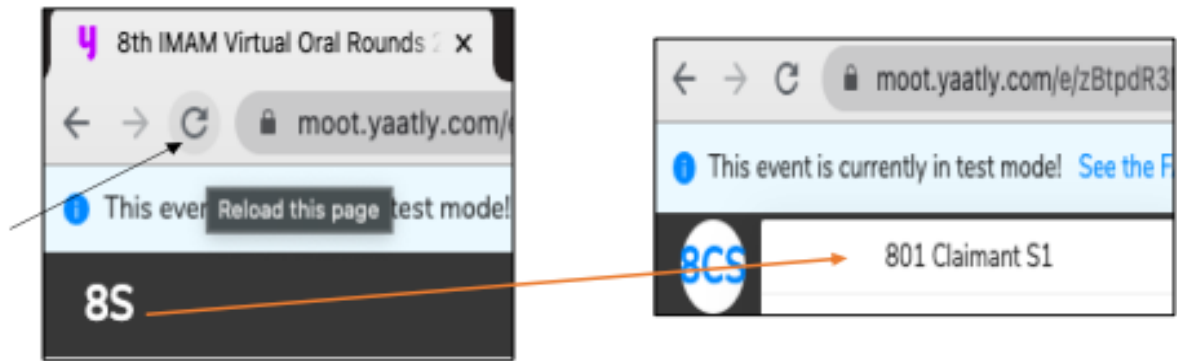
To rename: Click at the top left corner and move the cursor to the top right end of the name and click the edit icon.



Add the side [Claimant/ Respondent] and double-check your role [S1, S2, R] for the preliminary round. Click update to rename.



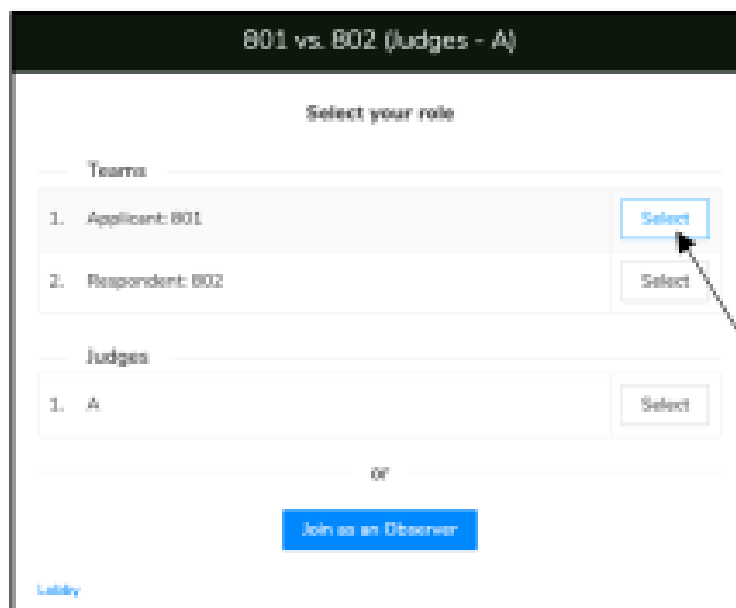
After updating, reload the browser page from the top left to update the revised name effectively.



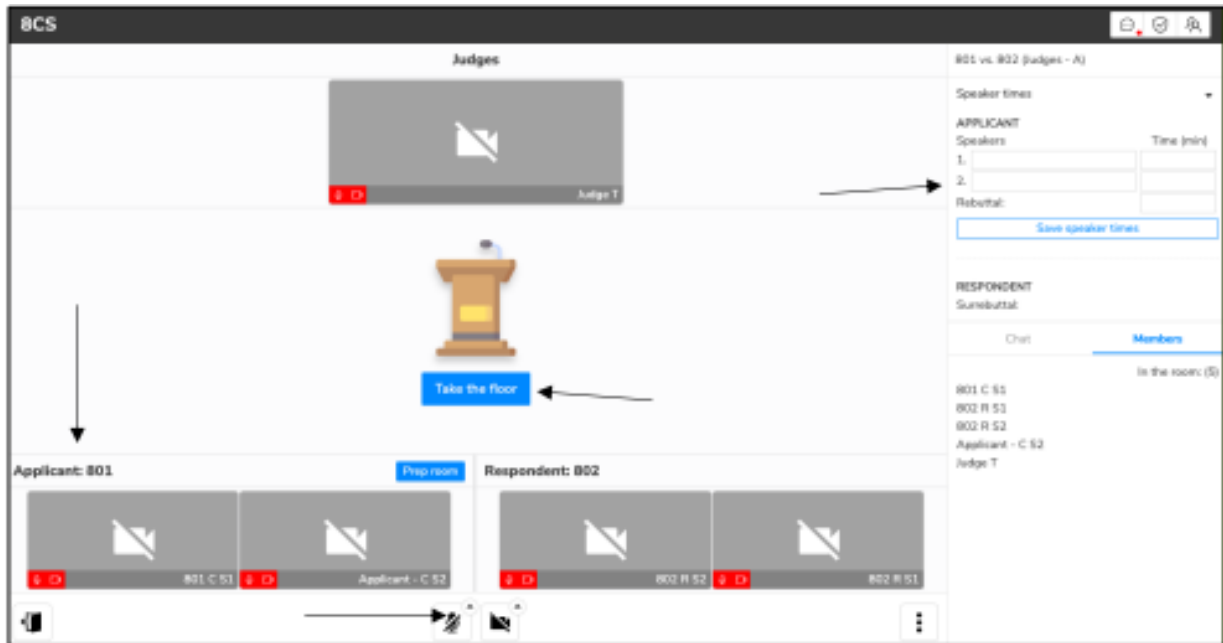
8. After renaming, join the respective virtual courtroom.



9. Select your side carefully.



10. Now, you enter the main courtroom session. The next step is for you to enter the speaker times, available in the top right corner. You must save the speaker times after entering them and check with the host if the needful is done. The host shall reiterate the speaker times, which the teams shall confirm. Claimant and Respondent shall enter the times separately, which shall be separately confirmed by the host.



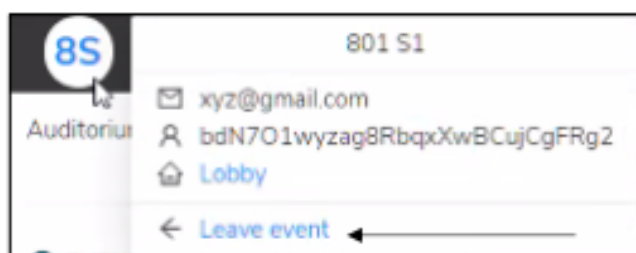
11. After the Speaker Times are saved and the court is in session, upon approval of the round's judges, Claimant Speaker 1 shall take the floor by clicking on 'take the floor' button. After the floor is taken, Moot Yaatly automatically mutes the Speaker's microphone and switches the video off. The Speaker shall switch the video on and unmute before commencing with the round.

12. A timer will be visible in the right-hand side corner of the speaker panel. The host will solely control the timer. In case of any additional time granted at the judge's discretion, the host will extend time, visible in the same right-hand side corner.



This indicates Mic is on

13. Once the Speaker on the floor has concluded, click on Stand down to step down from the podium, and the next Speaker can take the floor.
14. Each time a speaker takes the floor and stands down, Moot Yaaty automatically mutes all the participants. Other participants shall not unmute themselves for any reason whatsoever. The microphone for Speaker on the floor should be unmuted.
15. After the session, the members can leave the event by clicking the name icon in the top left corner and selecting 'leave event'.

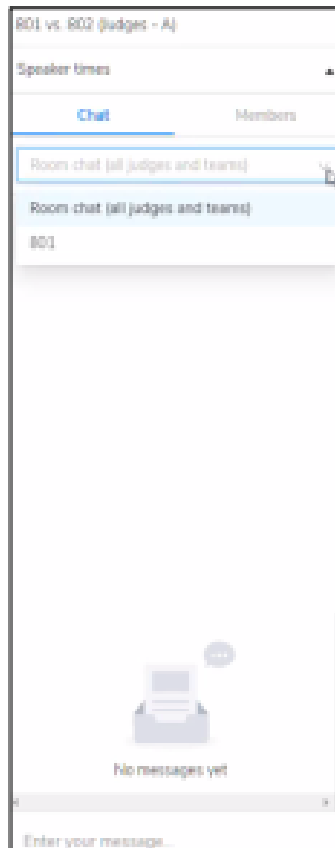


ANNEXURE 3

How do you communicate in the meeting?

1. Chat on Moot Yaatly shall be solely used by the participants. It is provided in the lower right corner.

Note: for a better chat interface, you can minimise the size of time stamps once they have been uploaded (using the arrow mark to the extreme right of 'Speaker Times').

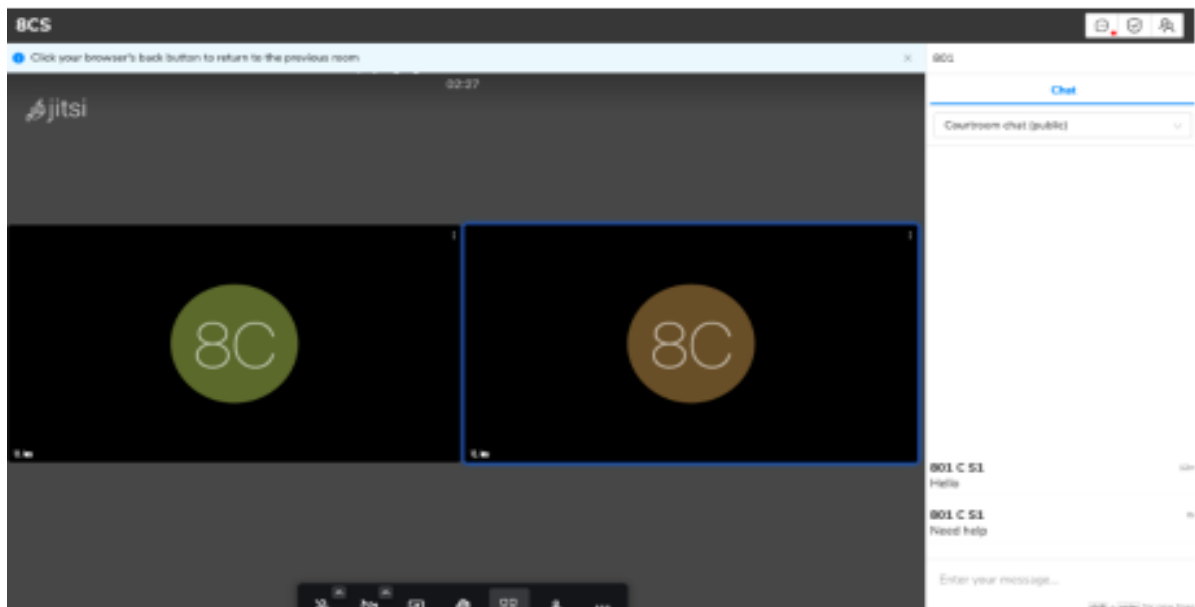
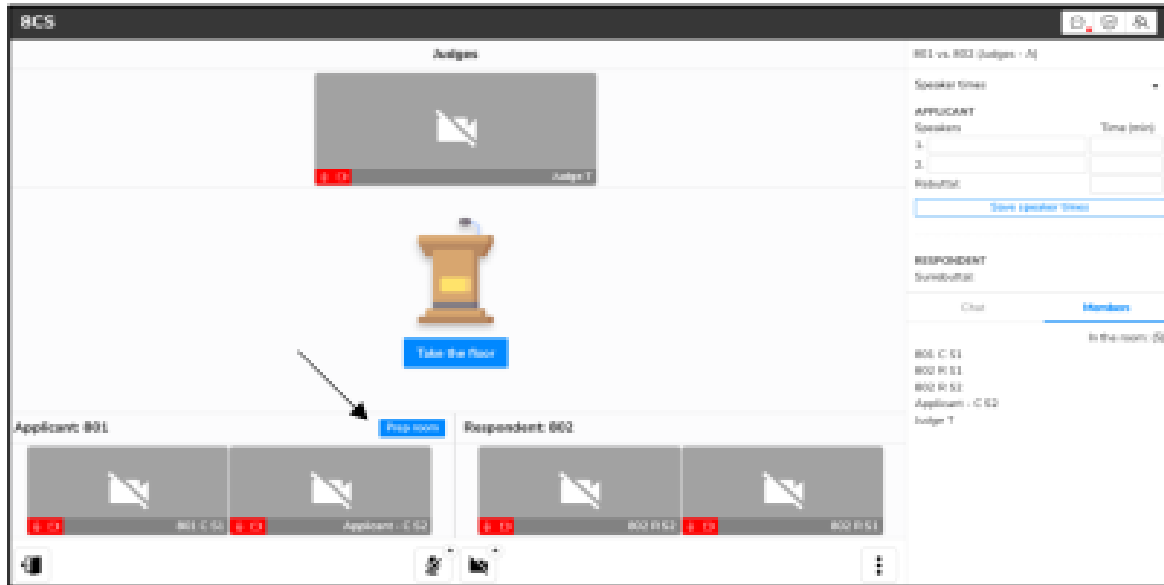


2. In the main courtroom session, the chat has two options:
- First, for all the members in the main courtroom.
 - Second, separate chat for each group of Claimant, Respondent and Judge. This chat option allows participants to message only within their group, e.g., 801 - chat messages only for Claimants. These messages would not be visible to other members in the main courtroom session.

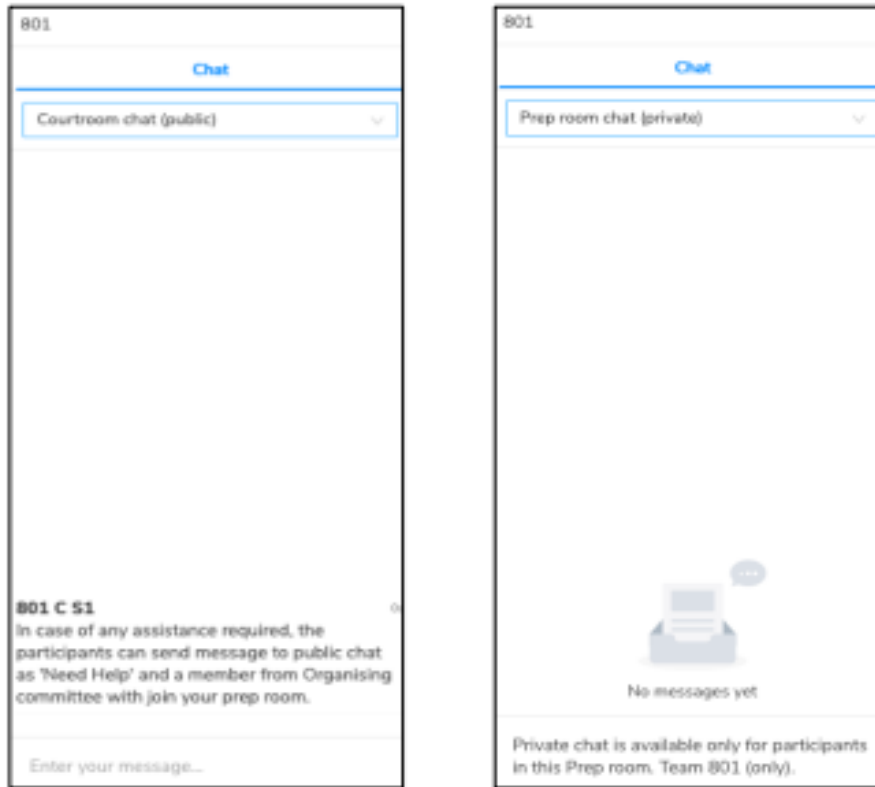
ANNEXURE 4

How to join Prep Room?

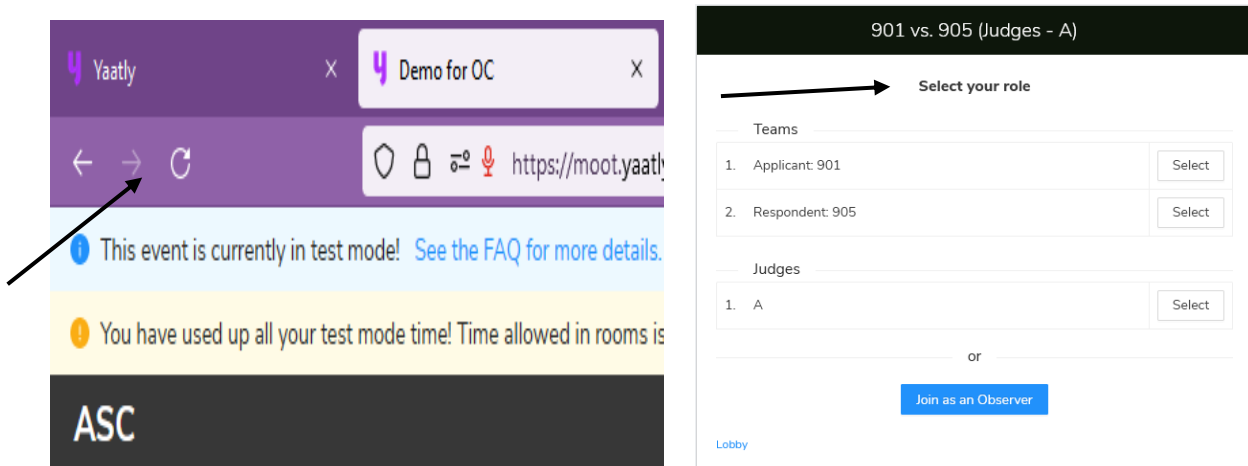
1. Prep room option is available at the top right corner of each panel of the team. The prep room is a personal room for the team.



2. Prep room provides for two chat options. Prep room chat (private) is limited to the members of the prep room. Courtroom chat (public) is available to communicate with the Host. Host will inform the team regarding feedback session via courtroom chat.



3. To exit the prep room, press the back button on the browser. This will prompt a pop-up window, and then you can re-join the main courtroom selecting the role you entered the courtroom earlier.



Post this, the members would be redirected to the main courtroom session.

ANNEXURE 5

How to pause the video for other members in case of poor internet connection?

1. Click 'more options' from the lower right-hand corner and select pause all videos on your screen. This will pause all the other video thumbnails.

