

Rules of the 16th Intercollegiate Negotiation Competition

(September 25 version)

1. Rules

- (1) The 16th Intercollegiate Negotiation Competition shall be conducted in accordance with the following rules (the “Rules”).
- (2) The Rules may be amended from time to time by the Steering Committee. Notice of any such changes shall be delivered promptly by the Steering Committee.
- (3) Questions relating to the Rules shall be accompanied by reasons and addressed to the Steering Committee by the relevant deadline in accordance with Rule 2 (2) of the Rules. With respect to questions that the Steering Committee decides to answer, the Steering Committee shall respond by sending (1) the question and (2) the response to all participating universities. However, the Steering Committee has the right to decline to answer any questions at its sole discretion.

2. Time and Place *Japanese standard time (GMT+9)

- (1) The time and place of this competition is as follows.
 - ① Time: November 18 and 19, 2017
 - ② Place: Sophia University 7-1 Kioi-cho, Chiyoda-ku, Tokyo
- (2) The schedule leading up to the competition is as follows.
 - ① Distribution of the Problem & Rules
September 25 (Mon)
 - ② Registration Deadline
October 10 (Tue), 15:00
 - ③ Distribution of Confidential Information and the Match Table
October 12 (Thu)(Tentative)
 - ④ Deadline for Registration of Roles
October 23 (Mon), 15:00
 - ⑤ Deadline for questions about the Problem and the Rules
October 23 (Mon), 15:00
 - ⑥ Deadline for Preliminary Memorandum for Round A
November 8 (Wed), Noon
 - ⑦ Deadline for Preliminary Memorandum for Round B and Round A Response
November 14 (Tue), Noon

3. Steering Committee

- (1) In addition to setting the Rules, the Steering Committee shall manage and control all matters in relation to the competition.
- (2) All communication, questions, submission of preliminary memoranda and registrations to the Steering Committee shall be made via email, addressed to the following addresses:

inc.steering.committee@gmail.com AND tetsu-mo@sophia.ac.jp

Please be sure to send all emails to both addresses.

- (3) Communication from the Steering Committee to each university shall be made, in principle, by email addressed to the registered email address of the representatives or the supervising professor of each university.

4. Registration

- (1) Each participating university shall register, by the relevant deadline shown in Rule 2 (2), the list of participants and other relevant information in the specified format.
- (2) Participants must be students of undergraduate or graduate school of the respective university, or persons who graduated from that university in the year of the competition and who have no occupation or profession.
- (3) Upon registration, each university shall pay a registration fee of 5,000 yen per participant to the bank account designated by the Steering Committee. This registration fee is not refundable, even if the number of participants decreases.
- (4) The competition has two divisions, one conducted in Japanese (the Japanese language division) and the other conducted in English (the English language division). Each participant needs to be registered in either the Japanese language division or the English language division.
- (5) Each university may register up to 2 teams for the Japanese language division and 2 teams for the English language division. Each team shall consist of 4-5 participants. The Steering Committee may grant special exemptions from this restriction.
- (6) In case two or more teams are registered from one university, membership of each team shall be clearly specified. The change of any member of a team may only be made by notice to the Steering Committee by the deadline specified in Rule 2 (2) ④ of the Rules. Change of team membership is not allowed after such deadline unless the Steering Committee considers it unavoidable for good reason.
- (7) Each university shall designate one to two representatives and at least one instructor to receive communication from the Steering Committee. Communication and announcements from the Steering Committee shall be made by email to the email address of such registered representatives or registered instructor, depending on the content of such communication and announcements. Questions to the Steering Committee shall be made by the registered representatives or by the registered instructor.
- (8) Except as authorized by the Steering Committee, in the event of sudden illness, accident, or other reasonable grounds, change of team membership or roles after the registration of roles (i.e., after the date stipulated in Rule 2 (2) ④) is not allowed.
- (9) If any participant has experience in the handling of litigation, arbitration or business negotiation as a practicing attorney or business person for one year or more, the respective university shall submit a paper declaring his/her name, experience and years practiced upon registration (for example, “as a

lawyer/judge/in-house counsel, Mr./Ms..... was involved with litigation management/arbitration practice/business negotiation, for X number of years”). The paper will be used for reference for matching the teams fairly and will be given to the judges as reference for evaluation. If there is an inaccuracy in this declaration, depending of the nature of such inaccuracy, the points of each round for that team in which the relevant participant joins may be reduced as a penalty. The maximum reduction shall be one point for one participant.

5. Problem

- (1) The following information will be given to each university:
 - ① General information common to all participants (to be distributed via the Competition website); and
 - ② Confidential information specific to parties on each side of the competition (to be sent to the representatives and the adviser of each university).
- (2) Questions about the problem shall be accompanied by reasons and addressed to the Steering Committee by the relevant deadline. In case the Steering Committee considers it necessary to answer the question, it shall reply to such questions by giving its answer or answers to all the universities (in the case of questions relating to the general information) or to the relevant universities (in the case of questions relating to the confidential information). In principle, an answer by the Steering Committee is made by amending and/or correcting the problem and/or confidential information. The Steering Committee may decline to answer any questions at its sole discretion.
- (3) Confidential information may not be revealed to other universities.
- (4) Information contained in the confidential information or information related to the strategies of the negotiation of each university shall be kept private and confidential. If such information were to be made accessible to persons other than the members, an advisor or advisors and other relevant persons of the university in any manner (including websites, blogs, twitter, and other smart phone Web applications), points of all teams of the university related to leakage of information in Round B will be deducted at the range of one to three points from the points of each judge.
- (5) The Steering Committee may make amendments to the Problem at any time before the day of the competition. If amended, the notice and the content of the amendments shall be sent to each university promptly.
- (6) The Japanese text of the Problem is controlling for the Japanese language division, and the English text of the Problem is controlling for the English language division. All involved in the competition should take note that there is no guarantee that the Japanese and the English content correspond with one another.

6. Basic Structure

- (1) In this competition, there are a Japanese language division and an English

- language division.
- (2) Each university will be designated in the role of either “Red” or “Blue.”
 - (3) The matching of teams for the competition shall be decided by the Steering Committee.
 - (4) Any communication and/or exchange of information with other universities prior to the competition is prohibited.
 - (5) The competition shall take place in two rounds, as follows.
 - ① Round A: Arbitration
 - a . The relevant part of the UNCITRAL Rules (as revised in 2010) shall be applicable in conducting the arbitration.
 - b . The applicable law shall be the UNIDROIT Principles of International Commercial Contracts (2016). For the Japanese language division, the Japanese translation of *UNIDROIT Principles of International Commercial Contracts (2010)* (Shoji-Homu, 2013) translated by Takashi Uchida, et al., and Japanese translation of the amendments by 2016 version prepared by the Steering Committee shall be the official version.
 - ② Round B: Negotiation
 - a . A bilateral negotiation shall be conducted.
 - b . After the negotiation, self-evaluation in front of the judges shall be made.
 - (6) In Round A, all participants shall take on the role of lawyers for Red or Blue. In Round B, each participant in each team must take one of the roles given in the Problem. In the event the number of participants on a team is more or less than the number of roles mentioned in the Problem, the team shall add an appropriate role or someone shall play two roles (except in the case of the president). Participants are required to conduct negotiations from the perspective of their respective roles. The details of each role are left to the discretion of each participating university, but in the course of the competition, judges may question participants concerning the details of their roles. Judge will evaluate adequateness of role sharing.
 - (7) Each university shall register the role of each participant by the deadline specified in Rule 2 (2) by adding the designation of the roles in the form for the formal registration.
 - (8) In both Round A and Round B, it is not permitted to use a language other than the language of the respective division (this includes directions given by judges to participants, conversations with judges, and conversations within each team). However, this shall not apply to conversations within a team outside the room in which the round is held, conversations with Steering Committee members, or conversations during break time.
 - (9) The standard timetables for Round A and Round B are as follows. Please note that the timetables are subject to change by the judges’ discretion.

<Round A>

13:00 - 13:10	Preparation
13:10 - 16:20	Hearing of Cases
16:20 - 16:30	Preparation for the closing arguments

16:30 - 16:40 Closing arguments by Red and Blue
16:40 - 17:00 Comments by the arbitrators

<Round B>

9:20 – 9:30 Preparation
9:30 - 12:15 Round B
Meeting with Judges: 15 min. (5 minutes for each team)
Negotiation: 150 min.
12:15 - 12:30 Preparation for Self-Evaluations
12:30 - 12:50 Self-Evaluation ①
12:50 - 13:10 Self-Evaluation ②
13:10 - 13:30 Overall Evaluation and Comments

7. Round A

- (1) Arbitration shall be conducted in Round A. The arbitration panel shall consist of three arbitrators (judges, for the purpose of the Competition).
- (2) The arbitration shall be conducted on the basis of the Problem, the memorandum setting forth each team's assertions and supporting reasons (the "preliminary memorandum"), the arguments made by the parties, and the materials filed by the parties under the Rules.
- (3) The issues to be addressed in the arbitration shall be limited to those stated in the Problem (the parties shall be deemed to have referred these issues to arbitration).
- (4) Each team shall submit a preliminary memorandum by the deadline specified in Rule 2 (2) by sending it as an email attachment to the Steering Committee. A university which has two or more teams shall submit the preliminary memoranda of all teams at the same time (in case preliminary memoranda of one university are submitted in 2 or more e-mails, the memorandum of that university is considered to be submitted at the time when the last memorandum of that university has arrived). The format of the memorandum shall be as follows:
 - ①The memorandum shall be submitted as a PDF file, with A4 size page setting. The maximum length of a memorandum is eleven (11) pages for both the Japanese and English divisions.
 - ②A cover page shall be attached to the memorandum, which sets forth the name of the university, team number, which company (Red or Blue) the team represents, and the names of team members. Please send the memorandum and cover page as one PDF file.
 - ③The file name of the PDF file shall be "Memo A by English 1 (or 2) (name of university in capital letters)"
 - ④Each margin (upper, lower, right, left) of each page shall be 25 mm and the page number shall be placed at the bottom center of each page.
 - ⑤The choice of fonts and size thereof, spacing of lines, and the number of letters per line, and/or whether using charts, etc., are matters for discretion of each team. Please note that legibility may also be included in the scope of evaluation

by the judges.

⑥The upper limit of the maximum file size is 1.4MB.

- (5) Each team shall submit a response to the memorandum of its counter party, within the period of time specified in Rule 2 (2), in the form of an email attachment sent to the Steering Committee. The response shall be accompanied by claims and supporting reasons that counter the memorandum of the counter party. (The response might contain other elements such as corrections of the preliminary memorandum submitted by the party.) The format of the response shall be based upon the requirements of Rule 7 (4), except that the maximal page is two (2) and that the file name be “Response by English 1 (or 2) (name of university in capital letters)”.
- (6) In the submission of a memorandum and a response, no additional materials, exhibits or appendix may be attached. A PDF file of memorandum or response may contain additional materials, exhibits or appendix unless the total number of pages does not exceed the maximum pages as stipulated in Rules 7(4) and 7(5).
- (7) In case a memorandum or response does not abide by this rule, each judge may deduct points for that team in Round A as a penalty. The Steering Committee shall decide the necessity and extent of such penalty, under the following guidelines:
- ①Exceeding length limit or Violation of format rules
 - Exceeding length limit within half page: minus 0.5 point
 - Exceeding length limit between one-half and one page: minus 1 point
 - Exceeding length limit by more than one page: minus 1.5 points
 - Substantial violation of format rules: minus 0.5 point
 - ②Delay in submission
 - within 10 minutes: 0.5 point
 - within 20 minutes: 1 point
 - within 30 minutes: 1.5 points
 - within one hour: 2 points
 - over one hour: 2.5 points

*The time of submission will be based on the time of arrival of the preliminary memoranda (in the case of response, the responses) of all teams to the server of the place of submission.
- (8) It is not necessary for the contents of the memoranda of the teams of the same university to be the same (but it is permissible for the contents of the memoranda of the teams from the same university to be the same).
- (9) The memorandum may be replaced only once by each team after submission up until the deadline date stipulated in Rule 2 (2)⑥. The submitted memorandum shall not be modified after the submission deadline. However, the party may make modifications to the contents of its memorandum in its response to the other party. The party also may make modifications to the contents of its memorandum in the arguments during the arbitration session, if the arbitral tribunal determines that doing so would not cause prejudice to the other party.
- (10) In the memorandum, all the issues indicated in the Problem must be addressed,

giving consideration to the basic assertions of the counter party referred to in the Problem. In the memorandum, teams shall make counter-argument against possible arguments by the counter party which may reasonably expected to be made by the counter party in the memorandum. The memorandum should be drafted with an easy to understand and logical structure, by using concise sentences, sub-section headings, etc.

- (1 1) The memorandum will be disclosed to the counter party of the memorandum submitting team before the Competition. Arguments not set forth in the memorandum are permitted to be made orally in Round A, but failure to cover an important point in the memorandum, or making an oral argument that conflicts with a position set forth in the memorandum, may be negatively evaluated by the judges.
- (1 2) There is no examination of witnesses in the arbitration.
- (1 3) The arbitration panel will not make an arbitral award.
- (1 4) Procedure of the arbitration shall be controlled by the UNCITRAL Arbitration Rules and the place of arbitration is Japan. In the event of a conflict between the aforementioned UNCITRAL provisions, the Problem and these Rules, the Problem takes priority, and these Rules take second priority. The arbitration panel shall determine matters covered neither by the aforementioned UNCITRAL provisions nor by the Rules.
- (1 5) At the beginning of each “Case”, each team shall make its opening statement in no more than 3 minutes, during which it shall explain the essence of its argument on the Case. In addition, each team shall make its closing statement at the end of Round A in no more than 5 minutes. The opening statements and closing statement may be made by a single representative or by two or more team members.
- (1 6) The arbitration panel’s method of procedure may vary from group to group. For example, in the past competitions, some panels focused on the parties’ exchanges with the panel, other panels focused on the exchange and discussion between the parties, and still other panels allotted a few minutes within which each party is to make its assertions and reasoning with a short session for rebuttal. Whatever the method may be, the arbitration panel has an obligation to treat both parties fairly, and may not give one party an unfair advantage due to the procedure adopted. Parties who have doubts regarding the fairness of the arbitration panel’s method of procedure may raise an objection during the arbitration, and parties who are unsatisfied with the response from the panel may make appeal to the Steering Committee. However, objections must be made before the end of the round.
- (1 7) Participants should take note that, as a general matter, each side has an obligation to persuade the arbitration panel as to its claims, by backing up its arguments with facts or reasoning, based on matters contained in the Problem, Exhibits or other materials.
- (1 8) Each team may request 5 minutes of caucus time per hour. However, the arbitration panel may postpone a request for a caucus for up to 20 minutes, as it deems appropriate for the orderly progress of the arbitration.

8. Round B

- (1) Participants shall share responsibilities and carry out their respective roles in order to ensure smooth operation of their team (points may be deducted by the judges, or a warning issued by the Steering Committee, in the event that a participant is simply not engaged).
- (2) Each team may determine, through negotiation, which members of each team shall participate in the negotiations in which manner, and in which manner the negotiation shall proceed.
- (3) Negotiation that judges are not able to observe, such as negotiation outside the match room or negotiation using digital devices, is prohibited.
- (4) Each team shall submit a Preliminary Memorandum to the Steering Committee by the deadline specified in Rule 2 (2) of these Rules by sending it as an e-mail attachment. A university which has two or more teams shall submit the preliminary memoranda of all teams at the same time (in case preliminary memoranda of one university are submitted in 2 or more e-mails, the memorandum of that university is considered to be submitted at the time when the last memorandum of that university arrives). The format of the memorandum shall be as follows:
 - ①The Memorandum is the material to explain to judges the negotiation each team would like to make and shall state the following:
 - the goals that your company is seeking to achieve through the negotiation;
 - strategies to achieve the goals;
 - any information necessary to explain such goals and strategy to the judges.
 - ②The memorandum shall be made by a PDF file, with A4 size page setting. The maximum length of a memorandum is four (4) pages, for both the Japanese and English divisions.
 - ③ A cover page should be attached to the memorandum, which sets forth the name of the university, team number, the company (Red or Blue) the team represents, and the names of the team members. Please send the memorandum and cover page as one PDF file.
 - ④The file name of the PDF file shall be "Memo B by English 1 (or 2) (name of university in capital letters)".
 - ⑤Each margin (upper, lower, right, left) of each page shall be 25 mm and the page number shall be placed at the bottom center of each page.
 - ⑥The choice of fonts and size thereof, spacing of lines, the number of letters per line, and/or whether to use charts, etc., are matters for the discretion of the team. Please note that legibility may also be included in the scope of evaluation by the judges.
 - ⑦The upper limit of the maximum file size is 1.4MB.
- (5) Memoranda that do not abide by the preceding Rule will be subject to deductions of points, in the same manner as set forth in Rule 7 (6) above with respect to memoranda for Round A.
- (6) It is not necessary for the contents of the memoranda of the teams of the same

university to be the same, although it is permissible for the contents of the memoranda from the same university to be the same.

- (7) The memorandum may be replaced only once by each team after submission up until the deadline date stipulated in Rule 2 (2)⑦. The submitted memorandum shall not be modified after the submission deadline. However the party may make modifications to the contents of the memorandum during the meeting with judges.
- (8) Negotiations shall be conducted in the designated place.
- (9) In the event any agreement is reached, a memorandum which expresses the content of the agreement shall be made. The purpose of making such a memorandum is to check if the agreement is adequately committed to writing. The memorandum need not be made in the form of a contract or letter of intent; rather it should precisely and accurately reflect what the parties agreed. Such a memorandum must be completed by the end of Round B. The memorandum need not be printed but must be made in such a manner that the judges are able to confirm the content of the memorandum (e.g., in handwriting on paper or the blackboard, or on the screen of a PC).
- (10) Participants must follow the instructions by the judges.
- (11) Round B shall be conducted in the following manner:
 - ① Each team, starting with Red Corporation, shall explain its negotiation goals and strategies to the judges in an initial 5 minute session. This explanation is made to the judges, not to presidents or senior officials of the company. Judges may make questions for clarification purposes. Explanation to judges may be made by a single representative or by two or more team members. Each team may use materials or slides for explanation to judges.
 - ② Bilateral negotiations.
 - ③ After the negotiation, each team shall have 20 minutes to deliver an oral self-evaluation on the performance of the team before the judges. Blue Corporation shall go first for the self-evaluation, and will be given 15 minutes for preparation prior to the self-evaluation. The presentation to judges may be made either by one representative or by two or more team members. The self-evaluation must cover the questions set forth below (in about 10 minutes); during the remaining time, team members are to answer questions that the judges may ask (about 10 minutes):
 - Have you achieved the objectives/goals of the negotiation?
 - If the same negotiation were to be repeated tomorrow under the same conditions, which aspects of the team's approach would you choose to repeat, and which would you choose to change?
 - What were the good points and/or bad points in the performance of the counter party?
- (12) Members of the other team may not attend the initial explanation session nor the self-evaluation session.
- (13) Both teams will join for the Overall Evaluation and Comments from the judges.

9. Submission of Materials

- (1) Each university may use materials and/or projected images to support its claims in Round A and Round B.
- (2) If a team wants to use a projector, each team must bring its own machine(s) and equipment(s) (extension cords, etc.).
- (3) The counter party may request sufficient time to examine the materials after receiving them.
- (4) Judges and arbitrators may prohibit the use of any set of materials or item(s) when there is a valid reason for doing so, such as in the case that the use of such materials may hinder the efficient procedure.
- (5) In both the Japanese and English divisions, any materials not in the official language of the division must be accompanied by a translation in the official language of the division.

10. Use of facilities

- (1) Participants shall use facilities following the instructions of the Steering Committee.
- (2) When using blackboards, projectors or other facilities and setting rooms in Round A and B, each team shall negotiate with its counterparty in an amicable manner and use them in the spirit of give and take.

11. Judging

- (1) Team performance shall be judged in Round A by a panel of 3 judges.
- (2) Team performance shall be judged in Round B by a panel of 3 judges.
- (3) Evaluation standards will be disclosed on the Website of the competition. Judging shall be by evaluation on an absolute scale (not on relative evaluation).
- (4) The Steering Committee shall appoint three judges for each match.
- (5) In both Round A and Round B, the arbitrators and judges may ask any questions of the participants that they feel necessary to the task of judging the competition.
- (6) The evaluation of each individual judge shall not be disclosed.
- (7) A university that sends both Japanese and English teams will be given a bonus of 5 points in addition to the score for that university (average score of all the teams that the university enters, where a full score of a university is 450 points.)
- (8) Persons who have coached teams in preparation for this year's competition after the publication of the Problem may not be a judge to a match involving the team they have coached.
- (9) Judges shall be permitted to make a record of the proceedings.
- (10) Each judge shall evaluate independently. However, this shall not prevent judges from exchanging views in connection with the judging process.
- (11) The Steering Committee shall hold an advance briefing with the judges, in order to seek to achieve consistency in the evaluation process.
- (12) Throughout the course of the competition, judges will deduct points from

participants who seriously deviate from the manner expected of business people.

- (1 3) After the competition, upon a request from each university, the Committee will issue an evaluation result sheet to the requesting university. The evaluation result sheet shows the points given in each evaluation item in Round A and B and the final ranking. Each university may choose one of two types: (a) Only the average scores of all teams are informed, or (b) Both the scores of each team and the average of all teams are informed.
- (1 4) For universities ranked in the top five, the points of Round A, Round B, and the total scores will be disclosed. For other universities, the Steering Committee may publicize the scores and ranking without disclosing the identity of the university.

1 2. Coaching by Supervising Professors, etc.

- (1) The Supervising Professors of each university team and the alumni of the Intercollegiate Negotiation Competition are strongly encouraged to give advice and coaching to the teams preparing for the competition.
- (2) The supervising professors and the alumni of the Intercollegiate Negotiation Competition may not give any instruction, advice, or coaching to any participating team(s) *during* Round A or Round B.

1 3. Dress, Name Cards, Name Tags, Name Plates

- (1) Participants shall dress appropriately for business negotiations at each round.
- (2) Throughout the course of the competition, participants are expected to maintain an appropriate manner expected of business people.
- (3) Participants shall make name cards and hand them to the counterparts in each Round. University, company, title, and name should be set forth on the name cards.
- (4) Participants shall make and bring nametags and name plates in the following format.
 - ① Name Tag
Size: Normal name card size. Please prepare a plastic case for the nametag, as well.
Content: Please show the name of the university and the name of the participant in Japanese for the Japanese division participants and in English for the English division participants.
Colors: light blue (sky blue) for Blue, pink for Red.
 - ② Name Plate
The name plates will be placed on the table during Rounds.
Size: B5-size paper folded in thirds, long sideways, with the relevant information printed in bold.
Content: Please show the name of the university and the name of the participant in Japanese for the Japanese division participants and in English for the English division participants.
Colors: light blue (sky blue) for Blue, pink for Red.

1 4. Awards

- (1) The university that achieves the highest number of total points according to Rule 11(7) shall receive the SUMITOMO Competition Award, and the universities ranked 2nd through 5th shall also receive awards.
- (2) In the event there is a tie for first place, the winner of the SUMITOMO Competition Award shall be determined by: (a) the number of evaluation categories in which the universities received perfect scores, or in the event there is still a tie, (b) by a paper-rock-scissors game between representatives from each university.
- (3) The university that achieves the highest number of total points in the “team work” element in Rounds A and B shall receive the “Best Teamwork Award”.
- (4) In addition to the above, the following universities will be commended:
 - the university that achieves the highest number of total points in Round A in Japanese language division;
 - the university that achieves the highest number of total points in Round B in Japanese language division;
 - the university that achieves the highest number of total points in Round A in English language division;
 - the university that achieves the highest number of total points in Round B in English language division.

1 5. Recommendation for participation in the International Negotiation Competition

- (1) The Steering Committee will select and recommend a university from among the Japanese universities that have participated in the competition, as Japan’s representative for the International Negotiation Competition. (That competition will be held in June or July annually, in English, with 2 persons in the team.) The Steering Committee may decide not to recommend any team if it considers it difficult to field a competent team. The standard for selection is as follows:
 - ① The Steering Committee will ask the Japanese university that achieved the best score in the English division in Round B if that university will send a team. If that university will not send a team, the Steering Committee will ask the university that achieved the second best score in the English division in Round B if it will send a team (if necessary, the same process will continue in order of the rankings).
 - ② The team shall satisfy the following conditions:
 - The supervising professor shall be able to participate in the International Negotiation Competition in person and be willing to coach the team; and
 - The two team members have fluent English ability, are qualified as the representatives of Japan by the supervising professor(s) of the university, and meet one of the following conditions:
 - a participant to the 15th Intercollegiate Negotiation Competition,
 - a graduate or a current student of the university, or a graduate

- student in law,
 - a Japanese national or a Japanese resident for more than two years continuously at the time of the 15th Intercollegiate Negotiation Competition.
- (2) Participants must pay to cover the costs of their own participation. However, aid in the amount of 100,000 yen will be given to each participant, from the Steering Committee.

1 6 . Prohibitions

The following matters are prohibited:

- ① Communication, information exchanges, and/or negotiation on the Problem with other university or universities (including but not limited to face-to-face meetings, telephone calls, and e-mail exchanges).
- ② Communication, information exchange, and/or negotiation during the rounds on the Problem with other persons than the member of the same team by using digital devices or any other means (members of the same team may freely communicate with other members).
- ③ Matters prohibited by these rules.
- ④ Failure to comply with Steering Committee directions.
- ⑤ Failure to comply with directions given by the judges.
- ⑥ Breach of copyright and other laws.
- ⑦ Obstruction of the competition.
- ⑧ Behavior which is against the manner expected of ordinary business persons.
- ⑨ Giving gifts, such as drinks and sweets, to judges during the Competition.

1 7 . Rule Violations

The Steering Committee may reduce the points or not bestow an award on a university that it has determined to have violated the Rules (this shall include universities that have been subjected to a warning).

1 8 . Complaints

- (1) Complaints that another university has violated the Rules must be lodged with the Steering Committee within 10 minutes of the close of each round by the university representatives of the universities involved. The Steering Committee shall issue its decision after hearing the response of the representative of the university concerning which the complaint has been lodged.
- (2) Notwithstanding the preceding sub-paragraph, when immediate response is thought necessary, the representatives of each university may, even in the middle of a round, ask the judges to confirm the Rules, and request that the behavior of the other university be corrected.
If the judge determines that such a request is for good reason, the judge may issue such direction as he or she deems appropriate, or consult with the Steering

Committee concerning any action to be taken.

- (3) The decisions of the Steering Committee under subparagraph 1 above, and those of the judges under subparagraph 2 above, are final, and may not be appealed.

1 9 . Brochure, Video Recording, Publications, Personal Information

- (1) Participants, judges and instructors consent to the collection and use of their personal information for the following purposes: the listing of their names, affiliations and photos in the brochure made by the Steering Committee, in the video made by the Sumitomo Group Public Affairs Committee, on the official website of this Competition and in other materials or publications deemed necessary by the Steering Committee
- (2) Participants, judges, instructors and visitors consent to the video recording of the proceedings, and to the use of such recording in future education, training, research and public relations of the Intercollegiate Negotiation Competition.
- (3) Participants may make a record of the competition sessions. If a team wants to arrange for the video recording of sessions, such team must bring the necessary video equipment (including extension cords, etc.) and media.
- (4) This competition is open to visitors. Friends and family of the participants are free to watch the competition provided they follow the necessary procedures at the reception on the day of the competition.
- (5) The Steering Committee may publicize the scores and memoranda submitted by universities which receive awards in the closing ceremony, in newsletters, or on the website of INC, etc.

2 0 . Costs

- (1) In principle, costs arising from participation in this competition shall be borne by the individual participants.
- (2) The Steering Committee may provide financial support for the cost of transportation and accommodation of participants using the funds granted by sponsors.