

17th Intercollegiate Negotiation Competition

Handbook for Participants

(October 1, 2018 version)

Steering Committee

Intercollegiate Negotiation Competition

Introduction

We started the Intercollegiate Negotiation Competition ("INC") in 2002 to provide students an opportunity to compete in mock negotiations and arbitrations with students from other universities in Japan and other countries. Our aim is to spark greater interest in negotiation and arbitration and provide an incentive for learning more about those fields. Our mission now is to offer young people good learning opportunities to become better negotiators so that they will create new values and settle differences so as to make a better world.

INC provides participants with both arbitration and negotiation opportunities in business settings, which specifically require them (i) to understand and learn the pros and cons of both negotiation and arbitration, (ii) to acquire oral and written negotiation skills in a language other than their own, (iii) to develop good teamwork in business settings, and (iv) to promote networking with various people including alumni of INC.

INC is a growing endeavor, which is supported by its sponsors, judges, teachers and past, present and future participants. Every year we attract more than 100 judges from the Japanese and international bar, Japanese and foreign universities, and internationally acclaimed companies. We hope that the efforts of all those who attend help make INC better as a whole.

Many of our judges are past participants of INC. They have demonstrated their leadership by helping the Leaders' Camp held in every autumn, assisting with practice matches held locally or coaching the students of the participating universities. We believe that their activities play an important role towards our mission: offering young people good learning opportunities to become better negotiators.

The Steering Committee hopes that participants gain something precious for their life, through preparation and performances for the two days of the competition.

The Steering Committee of Intercollegiate Negotiation Competition

I . About the Competition

1. Overview

The Intercollegiate Negotiation Competition is a two-day invitation-based competition that is held every year, with both a Japanese-language division and English-language division. The Competition is sponsored by many organizations, such as The Sumitomo Group Public Affairs Committee.

We conduct arbitration of an international business dispute on the first day and negotiation on the second day. The problem is more than 30 pages long, including contract documents. Participants deal with international business matters between Red Corporation of Negoland and Blue Corporation of Arbitria in a fictitious world, representing one of the parties, spending about two months in preparation for the two days of the actual competition.

The applicable substantive law is the UNIDROIT Principles of International Commercial Contracts 2016. For the arbitration round, each team has to submit its preliminary memorandum and memorandum for counter-argument prior to the competition date.

For the negotiation round, confidential information for Red Corporation and Blue Corporation is provided to each side respectively, in addition to the general information provided to both. Each participant is assigned a role, such as vice president or manager of a specified division, and each person is expected to conduct negotiations from the perspective of the respective role.

The Competition is judged by many business persons, judges, lawyers, and university professors, including the alumni of this Competition. Learning opportunities from such professionals is one of the attractive features of the Competition.

2. Participating Universities and Winners in the Past Competitions

Participating universities and winners in the past Competitions are as follows:

		Number of Univ.	Number of Participants	Winner	2nd	3rd	4th	5th	6th
1	2002	4	74	Tokyo					
2	2003	8	129	Tokyo	Kyushu	Sophia	Osaka		
3	2004	12	173	Tokyo	Kyushu	Hitotsubashi	Osaka	Doshisha	Sophia
4	2005	14	205	Kyoto	Tokyo	Nagoya	Hokkaido/ Sophia	Hitotsubashi	
5	2006	16	209	Australia	Kyoto	Doshisha	Sophia	Nagoya	
6	2007	17	250	Australia	Tokyo	Hitotsubashi	Doshisha	Sophia	
7	2008	16	260	Tokyo	Hitotsubashi	Kyoto	Waseda	Sophia	
8	2009	15	240	Tokyo	Doshisha	Waseda	Kyushu	Sophia	
9	2010	17	270	Tokyo	Hitotsubashi	Osaka	Australia	Waseda /Sophia	
10	2011	19	263	Waseda	Sophia	Osaka	Keio	Tokyo	
11	2012	18	247	Keio	Waseda	Kyoto	Sophia	Kyushu	
12	2013	16	232	Tokyo	Nagoya	Kyushu	Chuo	Sophia	
13	2014	20	258	Tokyo	Kyushu	Australia	Keio	Sophia	
14	2015	21	251	Singapore	Tokyo	Osaka	Kyoto	Hitotsubashi	
15	2016	19	235	Austraria	Singapore	Osaka	Sophia	Kyoto/ Hitotsubashi	
16	2017	28	293	Kyoto	Australia	Sophia	Chuo/Tokyo		Singapore/ Ritsumeikan

3. Resources

At the website of INC you will find selected materials from the past symposiums and briefs provided by the winning universities.

In addition, reports regarding the previous Competition and comments from advisers, judges and participants are published in Japanese every year in the March issue of the legal journal "Hogaku Kyoshitsu".

II. Overview of the 17th Competition, 2018

Program and Schedule

(1) Date : December 1, Saturday and 2, Sunday, 2018

(2) Place : Sophia University (Kioi-cho 7-1, Chiyoda-ku, Tokyo)

(3) Program:

<Day1/December 1>

11:00-12:00	Staff and Judge Meeting
12:00-12:50	Opening Ceremony
13:00-17:00	Round A (Arbitration)
17:00-18:00	Evaluation
18:00-20:00	Welcome Party

<Day2/December 2>

08:30-09:20	Staff and Judge Meeting
09:20-13:30	Round B (Negotiation)
13:30-15:30	Evaluation, Lunch, Afternoon Tea
15:30-17:30	Closing Ceremony

(4) Time Schedule:

1. October 1 (Mon): Release of the Problem & Rules
2. October 12 (Fri), 15:00: Registration Deadline
3. October 16 (Thu):
Distribution of Confidential Information and Match Table
4. Deadlines for questions about the Problem and Rules:
October 12 (Fri), 15:00: 1st Deadline
October 22 (Mon), 15:00: 2nd Deadline
October 31 (Wed), 15:00: 3rd Deadline
5. November 21 (Wed), Noon:
Deadline for Preliminary Memorandum for Round A
6. November 27 (Tue), Noon:
Deadline for Preliminary Memorandum for Round B &
for Round A Response

※There's a possibility that the schedule may be modified.

※All Deadlines are based on Japanese standard time (GMT+9).

III. Registration

1. Registration of participation

- (1) Each participating university shall register by 15:00 on October 12 (Japanese standard time), using the specified format on the website. The format will be available from October 1.
- (2) Each university may register up to 2 teams for the Japanese language division and 2 teams for the English language division.
- (3) Upon registration, please designate the name of the representatives and an instructor of your university, in accordance with Rule 4(7).
- (4) If any participant has experience as a practicing attorney or business person for one year or more, please make a declaration in accordance with Rule 4(8).
- (5) Upon registration, please indicate in the registration form whether participants need accommodation to be booked by the Steering Committee. The Steering Committee reserves rooms in several hotels and Inns. Participants from universities which come from outside Japan, Hokkaido University, and universities from Kyoto and further west, could stay at a hotel on both November 30 (Fri) and December 1 (Sat), while participants from other universities could stay on December 1 (Sat). Since it is up to each participant and/or each University whether to apply for the accommodation, please declare clearly whether it is needed or not.
- (6) 5 extra bonus points will be added to the score for universities that send teams to both the English and Japanese divisions (Rule 11(7)).

2. Registration Fees

Registration fee per participant is 5,000 JPY (2,000 JPY, if booking accommodation by the Steering Committee is not necessary). Each university shall pay the total amount of registration fees for all members by Friday, October 26 (Fri). The Steering Committee will inform the instructor of each university of the banking account number for such payment.

3. Registration of Roles

Unlike the past competitions, the 17th competition does not require prior registration of roles for Round B. However, the participants are required to specify the roles of members on the cover page of the preliminary memorandum for

Round B.

IV. Problem, Rules and Newsletters

1. Problem

(1) Problem

The Problem consists of 1) general information common for all participants and 2) specific confidential information for each party. The latter is used only for Round B. The former will be released through the website of the Competition and the latter will be sent to the representative and Adviser of each University by e-mail.

(2) Questions about the Problem and Revision of the Problem

After the release of the Problem, the representative participant of each university may ask questions to the Committee up until October 31. Each question needs to be accompanied by an explanation of the reasons for the question. If the Committee finds it necessary to respond to the questions, it will do so, in principle, by revising the Problem.

In the event participants have questions, please send them as early as possible. The expected schedule for responding to questions is as follows:

Questions made by October 12: Will be answered by October 18

Questions made by October 22: Will be answered by October 30

Questions made by October 31: Will be answered by November 5

The Problem will be amended as necessary to reflect questions/answers, and may be amended for other reasons, in the determination of the Steering Committee. The final version of the Problem will be announced by about November 5.

Every year the Committee receives many questions. Most questions, however, are not specifically replied to, for the following types of reasons: The initial version of the Problem contains sufficient issues to be disputed or discussed. Even if some questions may be considered important in practice, trying to address all questions might make the Problem overly complicated. Also, many questions attempt to add some facts which may give an advantage to one side or the other. We are careful not to amend the Problem in a manner that would

give some advantages to one party unless such amendment is absolutely necessary to clarify the situation. Furthermore, we have declined to answer questions when we expect the participants to consider the matters by themselves or when the answers are reasonably clear from the context. In sum, there are many reasons why the Committee does not answer all of your questions.

(3) Relationship between the Simulated Case and the Real World

The Problem is a simulation, taking place in an imaginary world, so some of the situations presented in this case may be at variance with the real world. With this in mind, the fictional facts and situations presented in the Problem should be treated as fact for the purposes of this Competition.

Not all the facts are specified in the simulated case of the Problem. The unspecified parts may be supplemented by general understandings in the real world. However, the purpose of this Competition is NOT to discuss whether some facts are true or not. While certain facts not outlined in the Problem can be agreed upon by the competing parties, effort should be given NOT to debate which facts are true and which facts are not. In some cases, the judge may decide the facts in order to expedite the Competition proceedings and in such cases the continuing discussions will be based on the decided facts.

2. Rules

The Competition is held based on the rules published every year. Please read the rules carefully and understand them thoroughly before participating in the Competition.

3. Newsletters

The Stealing Committee issues Newsletters in order to give important information about the Competition. Newsletters will be uploaded to the Competition website. Instructors and representatives of each university will be informed by email when a Newsletter is issued.

V. Key Rules

* Please be sure to read the newest version of the Rules on your own.

1. Team composition and roles of members

- Each team shall be composed of four or five members
(on an exceptional basis, teams of three or six members may also be allowed).
- Members shall perform their role as follows:
 - Round A: all members act as attorneys of the Company
 - Round B: each member acts in a specific role, including those specified in the Problem.

2. Round A

(1) Applicable substantive law: the UNIDROIT Principles of International Commercial Contracts 2016

(2)Memoranda: In Round A, two types of documents should be submitted as follows. Please pay attention to the specified forms and time schedule.

① Preliminary Memorandum: by noon of November 21 (Wednesday)

Not to exceed eleven pages excluding the cover page, for both the English and Japanese divisions.

There is no restriction on choice of fonts and size thereof, nor on line spacing for the memoranda. Charts and/or indexes can be used. Appearance and readability are evaluated.

② Response: by noon of November 27(Tuesday) :

Not to exceed two pages excluding the cover page, for both the English and Japanese divisions.

The response should be composed of arguments and supporting reasons that counter the preliminary memorandum of your counter party.

·Exceeding the length limit, violation of format rules (as set forth in Rule 7(4)), and late submission will result in the deduction of points. For details

please refer to Rule 7(6).

•In the submission of a memorandum and a response, no additional materials, exhibits or appendix may be attached.

Rule 7 (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 memorandums of all teams at the same time (in case preliminary memorandums 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 is 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) NEGO (name of university only 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 about 3MB.

- In this Competition, in which both parties submit their own preliminary memoranda at the same time, the preliminary memorandum shall contain the counter-argument against expected assertions from the other Party. The response has only 2 pages, and its main purpose is to make counter-argument against the assertions of the other Party that are not expected and counter-argued in the preliminary memorandum.

(Rule 7 (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.

(3) Schedule of the First Day

13:00-13:10 Setting (arrangement of the room)

13:10-16:20 Opening statement and Hearing, for each set of major issues (as specified in the Problem)

For each case, each party will provide a 3-minute opening statement; the opening statements will be followed by oral arguments before the arbitrators, conducted in accordance with directions from the arbitrators

16:20-16:30 Preparation time for Closing arguments

16:30-16:40 Closing arguments by Red and Blue

16:40-17:00 Comments by the arbitrators

(4) Rules for the Procedures on the First Day

① Arguments which have not been mentioned in memoranda may be made on the Day of the Competition.

(Rule 7 (11))

...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.

② Proceedings

(Rule 7 (16))

The arbitration panel's method of procedure may vary from group to group. For example, based on experiences in past competitions, in some groups the panel will focus on the parties exchange with the panel, in other groups the panel will focus on exchange and discussion between the parties, and in some groups the panel will allot a specific amount of time in which each party is to express their assertions and reasoning, with no opportunity for questions and answers. 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.

③ Applicable Procedure

Procedure of the arbitration shall be governed by the 2010 UNCITRAL Arbitration Rules and the place of arbitration is Japan. In the event of a conflict between the aforementioned UNCITRAL provisions, the Problem and the Rules of this Competition take priority, and the UNCITRAL provisions take second priority.

④ Burden of Proof

Rule 7 (17) 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 and/or other materials.

⑤ Issues NOT Specified in the Problem

Issues for the arbitration should be limited to the ones specified in the Problem.

⑥Caucus Time

Rule 7 (18) 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.

⑦Opening Statements and Closing Statement

One or a few members of a team may present opening and closing statements (Rule 7 (15)).

3. Round B

(1) Sharing the respective roles.

(Rule 8 (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) Preliminary Memorandum

- In Round B, participants shall submit the preliminary memorandum in order to explain to judges the negotiation each team would like to accomplish (Rule 8(4)).
- Deadline: Noon of November 27 (Tuesday) :Not to exceed four pages excluding the cover page, for both the English and Japanese divisions.
- Exceeding length limit, violation of format rules or late submission will result in the deductions of points. For details please refer to Rule 8(4).
- Participants shall provide the name of university, the name of team, and the names and roles of all members on the cover page. The requisite roles are specified in the Problem.

(Rule 8 (4)) ①The Memorandum will be used as the reference material for the explanation at the meeting with judges in Round B 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.

→PowerPoint slides and/or materials referred in Rule 9 in addition to the preliminary memorandum can be used to explain the goals and strategies of negotiation at the meeting with judges in Round B.

(3) Proceeding of Round B

9:20-9:30	Setting (arrangement of the room)
9:30-12:15	Round B Meeting with Judges: 5 minutes for each team Negotiation: 150 min.
12:15-12:30	Preparation for Self-Evaluations
12:30-12:50	Self-Evaluations①
12:50-13:10	Self-Evaluations②
13:10-13:30	Overall Evaluation and Comments

- At the beginning of Round B, the representatives of teams will decide which party shall go first for the explanation to judges and self-analysis by rock-paper-scissors before judges. The winner shall choose which it will go first, the explanation to judges or self-analysis. The team that makes the explanation to judges first will later make self-analysis second (Rule 8 (11)④).
- Negotiation that judges are not able to observe, such as negotiation outside the match room or negotiation using digital devices, is prohibited.

(4) Confirmation of Agreement

- After reaching an agreement, it is important to confirm whether the agreement is clear and appropriate and whether there exists any disparity in understanding of the agreement between the parties. In order to achieve this purpose, we required the participants to make a written memorandum of agreement in the past competitions.
- However, it is sometimes difficult to complete a written memorandum

within the limited competition time. In addition, some teams submitted their drafts of memorandum even before starting negotiation on specific issues. Because we fear the past rule set out an inappropriate incentive, we have revised the rule and now require Confirmation of Agreement in such a manner that the judges are able to confirm the content of the agreement.

- The key of judges' evaluation is whether the agreement is clear and appropriate and whether there exists any disparity in understanding of the agreement among the parties. Therefore, it is sufficient to orally confirm the content of the agreement.
- However, this revised rule just considers the limited time constraint of the competition, and it is quite important in practice to make a written memorandum which precisely and accurately reflects the content of the agreement.

(Rule8 (9)) In the event any agreement is reached, the content of the agreement shall be confirmed by the parties in a manner appropriate to a given situation, whether orally, on screen or in writing. Though the written confirmation is not the essential requirement, judges will evaluate whether the agreement is unambiguous, clear and reasonable, whether the manner of the confirmation is appropriate with the time available for the parties and under the given circumstances.

(5) Explanation to Judges and Self-Evaluation

One or a few members of a team may give an explanation to judges and/or Self-Evaluation (Rule 8 (11) ①③) .

4. Materials

Rule 9

- (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.

5. Using Blackboards and Other Facilities

There was a case that one team dominantly used the blackboards, projectors and other facilities and the other team could not use them. Now a rule has been made for this kind of case.

Rule 10(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.

6. Complaints

Complaints against another school can be raised pursuant to Rule 18 as follows.

- (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 representative.
- (2) 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.

7. Video Recording

- Participants may take a video during the Competition sessions. Also, video recording and photographing by the Committee and sponsors will be made.

Rule 19

- (1) Participants, judges and instructors consent to the listing of their names, affiliations and photos in the brochure made by the Steering Committee, the video made by the Sumitomo Group Public Affairs Committee, the official website of this Competition and other materials or publications deemed necessary by the Steering Committee, and the collection and use, including shared use, of their personal information for the above mentioned purposes.
- (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 (such as 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.

8. Recommendation for the International Negotiation Competition

- The Steering Committee will select and recommend a university from among the Japanese universities that have participated in the Competition as the representative of Japan for the International Negotiation Competition (Rule 15). The competition will be held in June or July annually, in English, with 2 persons in the team.

- The Steering Committee will ask the university that achieved the best score in the English division in Round B if the 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).

9. Management of Confidential Information

- Confidential information and strategies of each team should be handled carefully. In past competitions the steering committee had to revise the confidential information because of disclosure of such information by participants (ex., uploading pictures of team meeting on SNS, in which confidential information written on the blackboard was found in the pictures; sharing confidential information with teammates by using a group site which can be accessed by public). Leakage of information in Round B may lead to deduction of points. Please refer to Rule 5 (4) for details.

10. Coach

- 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. (Rule 12 (1))
- Judges may coach the participants after the release of the Problem provided they be registered with the Steering Committee. The registration is not required when a judge was a former participant and that he or she coaches a team at the *alma mater*. Any judge that coached the students of a university may not judge a match of the Competition held in the same year participated by those students. Judges who coach the participants shall not disclose any information that only judges know or could have known regarding the problem and/or evaluation of that year's Competition. (Rule 11 (8))

VI. Judging and Awards

1. Judging

- Scoring and evaluation are conducted based on 15 criteria both in Round A and Round B. Judges evaluate each criterion on a scale from 1 to 5, by 0.5 point increments. Evaluation sheets for each year are uploaded to the website of the Competition. A newsletter will inform participants when the evaluation sheets are uploaded. Evaluation is made by objective evaluation of each team on the basis of its own performance, not the relative performance between the two competing teams.
- Judges are subject to the following instructions.
 - There might be advantages or disadvantages for the role of Blue or Red depending on the contents of the problem. Even though we prepared the problem carefully so as not to create such advantages/disadvantages, due to the nature of the problem, certain advantages and disadvantages cannot be avoided. Also, due to structural restraints of the competition (a match between two universities needs to be completed in a few hours), the problem may contain scenarios which are unlikely to occur or may appear unnatural in the real world.
 - No participating team shall receive an unfavorable or favorable evaluation due to such advantages/disadvantages or unreal situation that are inherent in the problem as described above. In other words, scoring is based on the fact that the participating team's performance is or is not at an expected level under the given circumstances, and not on the actual outcome, i.e., the winning or losing of a particular point.
 - Language ability: Language ability such as pronunciation or fluency is outside the scope of evaluation.
 - Please make your best efforts to evaluate in an impartial and fair manner without being influenced by the name or previous performance of a university.

2. Judges

- Three judges make up a panel. In last year's Competition, 121 judges served, and they came from the following backgrounds:
 - Persons of Companies, Public Authorities, etc. 30
 - Judges 4

- Lawyers 46
- Professors 21
- Alumni 20

The Judges in charge of each match will be announced on the day of the Competition.

The judges shall be registered with the Steering Committee when they coach participants with respect to the Competition after the release of the Problem, except for the case when past participants coach to their graduating universities. When participants request the judges to coach, the judges, the advisors or the representative of the teams shall notify the Steering Committee in advance.

A judge who has made instruction to a participating university is not entitled to evaluate the matches of the university. In addition, when making instructions, judges shall not disclose any information that only judges know or could have known regarding the problem and/or evaluation of that year's Competition. (Rule 11 (8)).

3. Awards

- Awards are given to the first ranked to seventh ranked universities.
- The first ranked university will receive the Sumitomo Cup.
- In addition, the following special awards will be given:
 - The best Japanese arbitration
 - The best Japanese negotiation
 - The best English arbitration
 - The best English negotiation
 - The best team work

Other awards are as follows:

- The best university award in arbitration in Japanese
- The best university award in negotiation in Japanese
- The best university award in arbitration in English
- The best university award in negotiation in English
- The best teamwork award

VII. Others

1. How to Contact the Committee

- When sending registration, submission of preliminary memorandum and questions to the Committee, make sure to send emails to the following two addresses in order to avoid email errors:
Inc.steering.committee@gmail.com AND tetsu-mo@sophia.ac.jp.
- Also, please include in the subject line of emails, "RE: INC: XX University".
- If you have any questions or requests regarding the competition, feel free to ask the Steering Committee.

2. Manners as Business Persons

- Please pay attention to acting in an appropriate business manner throughout the Competition, including emailing to others and other activities during the preparation period, the opening and closing ceremonies, the reception of the Competition, and staying at a hotel.

3. Invitation to Family and Friends

- The Competition welcomes guests. If your family or friends want to observe the Competition, please invite them. After registration at the reception of the Competition, they will receive visitor nametags and brochures so they may observe any sessions freely.

4. 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.