Rules of the 24th Intercollegiate Negotiation Competition

(September 16 version)

1. Rules

（1） The 24th Intercollegiate Negotiation Competition will 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.

（4） The 24th Competition will be conducted in person and online, using online meeting software (Hybrid style). Key items for attention are set forth in Rule 10, "Special Rules for the Hybrid Style Competition".

2. Time and Place *All times below are Japanese standard time (GMT+9)

（1） The time and place of this Competition are as follows.

① Time: November 15 (Sat) and November 16 (Sun), 2025

② Place: Sophia University and Online competition via the online meeting software "Zoom"

（2） The schedule leading up to the Competition is as follows.

① Distribution of the Problem & Rules
September 16 (Tue)

② Registration Deadline
October 10 (Fri), 15:00

③ Distribution of Confidential Information and the Match Table
October 13 (Mon)

④ Deadlines for questions about the Problem and the Rules
1st Deadline October 3 (Fri), 15:00
2nd Deadline October 17 (Mon), 15:00

⑤ Deadline for Preliminary Memorandum for Round A
November 5 (Wed), Noon

⑥ Deadline for the Response for Round A and the Explanatory Memorandum for Round B
November 11 (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 addresses of the representative(s) and/or the supervising instructor(s) of each university.

4. Registration

（1） Each participating university shall register, by the relevant deadline shown in Rule 2 (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） 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.

（4） Each university may register 1 or 2 teams for the Japanese language division and 1 or 2 teams for the English language division, in total up to 3 teams. Each team shall consist of 4-5 participants. The Steering Committee may grant special exemptions from this restriction.

（5） 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, 12:00 noon on November 5 (Wed). Change of team membership is not allowed after such deadline unless the Steering Committee considers it unavoidable for good reason.

（6） 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.

（7） In registering, each university shall designate whether each team participant will participate in person (on campus at Sophia University) or online. Changes in the mode of participation are not permitted, except in cases where the Steering Committee changes the style of the Competition or, on the day of the Competition,

a switch from in-person participation to online participation becomes necessary due to health conditions or other unavoidable circumstances.

（８） Each university shall register one person to be a “Zoom Operator” for each team. The Zoom Operator shall be a participant.

（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 report 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 practice/arbitration practice/business negotiations, for X number of years”). The report 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 on 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 advisor of each university.).

（２） Questions about the problem shall be accompanied by reasons and addressed to the Steering Committee by the relevant deadlines. In case the Steering Committee considers it necessary to answer a question or questions, it shall reply 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 nor to any other third parties.

（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. In the event such information were to be made accessible to persons other than the team members, advisor or advisors, and other relevant persons of that 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. 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 each other.

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 strictly 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 2021) 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 (2016)* (Shoji-Homu, 2020) 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, and each team shall specify the role of each member in the Explanatory Material for Round B. 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 (the team is not allowed to add a role which is superior to the roles mentioned in the Problem). 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） 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 (including conversations in breakout rooms on Zoom), conversations with Steering Committee members, or conversations during break time.

（８） When competing online (including in the case of hybrid matches where there are both on-campus participants/judges and online participants/judges; the same

applies below), unless otherwise provided for in these Rules, both in Round A and B, it is prohibited to use the private chat function in the virtual meeting room of Zoom (including communication with members of the same team). All remarks shall be made orally, and no statement or supplement via chat, email or any other similar manner is allowed. If any participant makes a remark or supplements in any way other than orally, such remark or supplement shall be ignored. Participants may use communication tools other than the chat function of Zoom to communicate with members of the same team.

（９） The standard timetables for Round A and Round B are as follows. Please note that the timetables are subject to change at the judges' discretion.

<Round A>

14:00 - 14:10	Preparation (setting of the Match Room, check Zoom virtual meeting room connectivity, check screen sharing function, confirm there is no unauthorized person present)
14:10 - 17:20	Hearing of Cases
17:20 - 17:30	Preparation for the Closing Arguments
17:30 - 17:40	Closing Statements by Red and Blue (5 minutes for each team)
17:40 - 18:00	Comments by the Arbitrators

<Round B>

11:20 – 11:30	Preparation
11:30 - 14:00	Round B Meeting with Judges: about 20 min. (10 minutes for each team) Negotiation: about 130 min.
14:00 - 14:15	Preparation for Self-Evaluations
14:15 - 14:35	Self-Evaluation ①
14:35 - 14:55	Self-Evaluation ②
14:55- 15:15	Overall Evaluation and Comments by Judges

（１０） During Round A and B, Steering Committee members or staff members supporting the operation of the Competition ("Staff") may enter the match room or virtual meeting rooms for administrative matters. When online or hybrid matches are taking place, judges shall host the meeting jointly as "Co-Hosts" and each team member shall have the right to "share screens" during meetings.

（１１） The Competition shall be conducted based on Japan Standard Time. As for the deadlines for submission of documents via email, Google Form or the like, the time such document is received by the Steering Committee shall be determinative.

７． Round A

（１） Arbitration shall be conducted in Round A. The arbitration panel shall consist of three or four arbitrators (judges, for the purpose of the Competition).

（２） The arbitration shall be conducted on the basis of the Problem, the memoranda setting forth each team's assertions and supporting reasons (the "preliminary

memoranda"), the responses submitted by each party, 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 via the Google Form specified by the Steering Committee. 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 twelve (12) pages for both the Japanese and English divisions (excluding the cover page).

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.

③Each 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.

④The 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 the discretion of each team. Please note that legibility may also be included in the scope of evaluation by the judges.

⑤The upper limit of the maximum file size is 3 MB.

（５） Each team shall submit a response to the memorandum of its counter party, within the period of time specified in Rule 2(2), via the Google Form specified by 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 maximum number of pages is two (2) (excluding the cover page).

（６） In the submission of a memorandum and a response, no additional materials, exhibits or appendices may be sent as separate files. A PDF file of memorandum or response may contain additional materials, exhibits or appendix, provided 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 shall 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 0.3 point
- Exceeding length limit between one-half and one page: minus 0.7 point
- Exceeding length limit by more than one page: minus 1 point
- Substantial violation of format rules: minus 0.3 point

②Delay in submission

- within 10 minutes: minus 0.3 point

- within 20 minutes: minus 0.7 point
- within 30 minutes: minus 1 point
- within one hour: minus 1.3 points
- over one hour: minus 1.8 points

  ＊The time of submission will be based on the time of upload of the preliminary memoranda (in the case of response, the responses) of the team to the Google Form.

（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 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 listed in the Problem must be addressed, giving consideration to reasonably expected counter-arguments. The memorandum should be drafted with an easy to understand and logical structure, using concise sentences, sub-section headings, etc.

（１１） The memorandum will be disclosed to the counter party of the memorandum submitting team before the Competition. Arguments not set forth in the memorandum or response 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.

（１２） There is no examination of witnesses in the arbitration.

（１３） The arbitration panel will not make an arbitral award.

（１４） 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. For matters not covered by either the aforementioned UNCITRAL provisions or y the Rules, the arbitration panel shall determine such matters.

（１５） 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 (the opening statement cannot be substituted by playing recorded video contents). In addition, each team shall make its closing statement at the end of Round A in no more than 5 minutes. Presentation of the opening and closing statements may be given by a single member or may be shared among two or more members. Judges shall not question or otherwise intervene during the opening and closing statements. When the allotted time is up, judges shall cut off the statement, even if in mid-sentence, and may reflect failure to complete the opening or closing statement within the allotted time limit in the overall evaluation. Participants shall make efforts to use time efficiently. Having too much time left

may also affect the evaluation.

（１６） The arbitration panel's method of arbitration procedure may be one of the following forms: ① give each team of petitioners and respondents a certain amount of time of about several dozen minutes for oral argument, and then give each team a certain amount of time for rebuttal (surrebuttal as the case may be). (The arbitrators may ask necessary questions during or after argument. If there is no longer enough time for argument due to such questions/responses during argument, then the duration of argument may be extended by a certain amount of time), ② designate the total duration of time that can be used by Red and Blue to make assertions/rebuttals in each case, and leave each respective party to decide how to spend such time. (Similar to a time allocation in chess, as long as it is within the total time given, parties are free to use whatever duration for whatever assertion in whatever point at issue, but caution should be exercised because if they spend too much time on a minor point, they will lose time for sufficiently making assertions on important issues.) (In this method, as in method ①, the arbitrators may ask necessary questions during or after argument. If there is no longer enough time for argument due to such questions/responses during argument, then the duration of argument may be extended by a certain amount of time), or ③ instead of allocating a certain amount of time for each issue and assertion, as in ①, or leaving time management entirely to the parties, as in ②, issues are organized and both parties make assertions under the direction of the arbitrators.

The arbitrators can designate one of these methods at the starting of the arbitration. Depending on the circumstances, the arbitrators may slightly adjust the time allocations or may change the method of procedure midway through. In the case of method ①, the "certain amount of time" will be specified by the Steering Committee and will be designated "certain duration of time" will be designated in a newsletter later.

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.

（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 or other materials. Participants may make assertions in accordance with suppositions based on the facts set forth in the Problem and due research. However, if asked by judges or the counterparty, the team shall explain the basis in the Problem on which the supposition was based, and demonstrate that it is reasonable based on due research.

（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. In the case of online

or hybrid format sessions: For the caucus time, participants may request to use breakout rooms to undertake internal discussions. The counter party may also ask for a breakout room of its own for use during caucus time requested by the other side. Judges and counterparty team members may not enter into the breakout rooms being used for internal discussions.

8. Round B

（1） Participants shall share responsibilities and carry out their respective roles in order to ensure smooth operation of their team's negotiations (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 negotiations with the other side, which members of each team shall participate in the negotiations in which manner, in which manner the negotiation shall proceed, and the timing and length of recesses.

（3） Negotiations that judges are not able to observe, such as negotiations outside the match room or, if applicable, the Zoom meeting room, or negotiations using digital devices, are prohibited. When online matches are taking place, participants may use breakout rooms for internal team discussions. The timing and length of such internal team discussion are to be negotiated by the parties. Judges and counterpart team members may not enter such breakout sessions. (Staff members may enter the sessions.)

（4） Each team shall submit an Explanatory Memorandum to the Steering Committee by the deadline specified in Rule 2(2) of these Rules. 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 include 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 strategies to the judges.

②The memorandum shall be made by a PDF file, with A4 size page setting. The maximum length of the memorandum is twelve (12) pages, for both the Japanese and English divisions (excluding the cover page).

③ A cover page should be attached to the memorandum, setting forth the name of the university, team number, the company (Red or Blue) the team represents, the names of the team members, and the role of each member. Please send the memorandum and cover page as one PDF file.

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, number of letters per line, and/or whether to use charts, etc., are matters for the discretion of the team. Please note that appearance and readability may also be included in the scope of evaluation by the judges.

⑥The upper limit of the maximum file size is 3MB.

（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(7) 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 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） Round B shall be conducted in the following manner:

① Before starting the negotiation, each team shall explain (i) its negotiation goals, (ii) strategies to achieve the goals, and (iii) other matters necessary for its explanation to the judges in an initial 10-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, but it cannot be substituted with a pre-recorded video.

② Teams make bilateral negotiations. In the negotiation, participants may undertake negotiations in accordance with suppositions based on the facts set forth in the Problem. However, if asked by the counterparty, the team shall explain the basis in the Problem on which the supposition was based, and demonstrate that it is reasonable based on due research.

③ After the negotiation and 15 minutes for preparation, each team shall have 20 minutes, where there are no members from the other team present, to deliver an oral self-evaluation on the performance of the team before the judges. 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?

・Have your negotiation strategies worked effectively?

・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?

④ At the beginning of Round B, the representatives of teams will decide which party shall go first for the explanation to judges and self-evaluation by rock-paper-scissors, conducted before the judges. The winner shall choose for which it will go first, the explanation to judges or the self-evaluation. The team that makes the explanation to judges first will later make the self-evaluation second.

（9） In the case of online or hybrid matches, if, due to network conditions or other reasons, interruptions in the audio or video stream or other problems arise that make it difficult for judges to observe the negotiation, judges may call attention to the problem and may instruct the participants to repeat what they have said, to talk slowly/loudly, or to undertake any other necessary steps to address the

problems.

（１０） In the event an agreement is reached, the content of the agreement shall be confirmed by the parties in a manner appropriate to the given situation, whether orally, on screen or in writing. Though written confirmation is not an essential requirement, judges will evaluate whether the agreement is unambiguous, clear and reasonable.

（１１） Members of the other team may not attend the initial explanation session nor the self-evaluation session.

（１２） Both teams will join for the Overall Evaluation and Comments from the judges.

９． Submission of Materials

（１） Each team may use documents and/or presentation tools to support its claims in Round A and Round B. However, playing of any recorded video contents, including video contents produced by other parties than team members, is not allowed.

（２） In the case of online matches, presentation of materials during Round A and B is only allowed by using the screen sharing function in Zoom, and no other method shall be allowed. In the event of hybrid format, presentation of materials should be made in such manner that all members can see the same materials, for example by submitting papers and using screen sharing function.

（３） If a team presents materials other than documents that the team has submitted in advance to the Steering Committee under this Rule, before or immediately after the presenting the material, the team shall provide the hard copy in the case of matches taking place in person or send the file of the material to the judges and the counter party in the case of online matches.

（４） The counter party may request sufficient time to examine materials after receiving them.

（５） 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 efficient procedure.

（６） 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． Rules on the Hybrid Style Competition

（１） The Competition may be conducted in a variety of formats, including cases where all participants and judges participate in person in match rooms, cases where all or some participants from one or both teams and all or some judges participate online and others participate in person in match rooms, and cases where all participants and judges participate online. The following rules shall apply where there is any participant online.

（２） Participants shall use Zoom functions following instructions of the Steering Committee.

（３） During the round, except for breaks or other times when express permission has

been granted by the judges, Zoom video functions must be turned on.

（４） The name of each participant who will participate online shall be displayed on the screen in accordance with the following format.

① Round A: [Red or Blue] [Name]

② Round B:[Red or Blue] [Name] [Role]

The designation of [Red or Blue] shall be made by indicating either “R” or “B”.

The designation of [Name] shall be made in the format of “the initial of the first name + the last name” (e.g., “Y. Nomura”). The designation of [Name] shall be registered in the registration form for each participant.

The designation of [Role] shall be made using the abbreviations of roles determined and announced in advance by the Steering Committee.

Items other than the information listed above (e.g., profile pictures) shall not be displayed on the Zoom screen for any participant when his/her video is turned off.

（５） Each participant shall use the virtual background prepared by the Steering Committee or outfits (e.g., red or blue necktie or scarf), name tags or other appropriate means, to clearly show to the judges whether he/she belongs to Red or Blue.

（６） When one or more participants participate online, they may participate from the same room. However, each participant must prepare a terminal that can use the video function, and each participant shall enter in the meeting room by using a separate terminal.

（７） There shall be no outsiders accompanying participants during the round. The judges, steering committee, or Staff may check the surrounding situation at any time by requesting that the surrounding situation be displayed on the screen. Participants must not communicate with their instructor, advisor, graduates, members of other teams from the same university, or anyone other than their own team members during the round (including during the recess and other breaks, if any).

（８） During bilateral negotiations in Round B, the judges shall turn off the Zoom video function.

（９） When using materials and presentation tools, participants shall use the screen sharing function of Zoom or other method for displaying on the screen of each Zoom participant and shall present them in a way that can be viewed by the counter party and the judges. The presentation of materials or presentation tools in any other way, including using Zoom's chat features or using other applications, is not allowed.

（１０） In Round A, when a participant wants to use the screen sharing function, he/she must obtain the permission of the judges. In Round A, the judges may prohibit or suspend the presentation by screen sharing if they consider it would interfere with procedural fairness or would take too much time considering the amount and content of the material.

（１１） In Round B, the parties shall negotiate regarding how to use the screen sharing function. Negotiations between the parties regarding the use of the screen sharing function are also subject to evaluation by the judges.

（１２） If the arbitration/negotiation is not able to be made in normal conditions due to

network or equipment issues, participants may request the judges to take a 3-minute break. In such a case, the judges are to check the situation and then decide whether or not to take a break.

（１３） Each participant shall prepare sufficient bandwidth network connection and shall participate in a good communication environment in which the video function can be used. In the event that arbitration or negotiation is hindered due to a poor communication environment, the judges and the Steering Committee may provide relief as deemed appropriate, in addition to the specific provisions of these Rules. Provided, however, that such remedy shall not significantly damage the fairness to the parties.

（１４） Even if some of the participants log off from the meeting room due to the bad condition of network or equipment during the round, the competition will continue with the remaining participants.

（１５） If all members of the team log off at the same time due to the bad condition of network or equipment, judges will suspend the match for an appropriate period of time. Each participant shall notify the Steering Committee or Staff at the emergency contact provided in advance without delay and follow their instructions.

（１６） Even if one of the judges logs off from the meeting room due to the bad condition of network or equipment, the competition will continue with the remaining two judges.

（１７） If two or more judges log off at the same time, the match will be suspended until two or more judges return to the meeting room. Participants should wait in the meeting room. The representatives of each team should notify the Steering Committee or Staff at the emergency contact without delay and follow their instructions.

（１８） If an event specified in (14) or (16) occurs, participating teams shall confirm the length of suspension and the judges may extend the time of the match within that length.

（１９） The match (excluding breakout sessions) will be recorded. If a team needs the video of the match of the team, it may obtain the data from the Steering Committee in accordance with the prescribed procedures.

（２０） If all members of the opposing team are unable to participate in the match for a reasonable length of time due to network conditions or other reasons, the case shall be heard in Round A between the arbitrator and one party only, and in Round B with the other party as determined by the Steering Committee.

１１． Use of facilities, anti-infection measures, etc.

（１） Participants shall use facilities following the instructions of the Steering Committee.

（２） When using blackboards, projectors or other facilities and setting up rooms in Rounds A and B, each team shall negotiate with its counterparty in an amicable manner and use such facilities in the spirit of give and take.

（３） If any student or visitor has a fever, cough or other symptoms that raise suspicions of an infectious disease, they should not be allowed to participate or visit the

campus.

（４） Universities participating in person must submit a written declaration at the reception desk on arrival at the campus, declaring that all participants (including those accompanying the team) have confirmed that they have no fever, cough or other health problems on the day of the Competition.

（５） If a person who has registered to participate in person wishes to switch to online participation for reasons of health or other unavoidable circumstances, he or she must inform the Steering Committee as soon as possible. The Steering Committee will allow online participation unless it interferes with the operation of the Competition.

１２． Judging

（１） Team performance shall be judged in Round A by a panel of 3 or 4 judges.

（２） Team performance shall be judged in Round B by a panel of 3 or 4 judges.

（３） If one or more judges are unable to conduct the evaluation for a reasonable amount of time due to network conditions or other reasons, the evaluation shall be conducted by the remaining judge(s), excluding the judge(s) concerned.

（４） Evaluation standards will be disclosed on the website of the Competition. Judging shall be by evaluation on an absolute scale (not on relative evaluation).

（５） Whether or not all or some members of one or both teams, or some or all of the judges, participate online, it shall not affect the judging process. The judges shall evaluate the matches, whether conducted in person in the match room, online in Zoom, or in a hybrid format, in a comprehensive manner.

（６） The Steering Committee shall appoint judges for each match.

（７） In both Round A and Round B, the arbitrators and judges may ask any questions of the participants that they feel necessary for the task of judging the competition.

（８） The evaluation of each individual judge shall not be disclosed.

（９） In both Round A and B, the score of each team is the total points of judges minus the penalty points deducted from the score according to these rules. If the number of judges is not three, the total score of the judges will be divided by the number of judges and multiplied by three to get each team's score (rounded down to the nearest whole number). The total of the score of Round A and Round B is the score of the team. For schools represented by multiple teams, the average of the scores achieved by all of its teams shall be the score of the school. A university that sends both Japanese and English teams will be given a bonus of 3 points in addition to the score for that university.

（１０） Judges may coach the participants after the release of the Problem provided they are registered with the Steering Committee. Such registration is not required when a judge was a former participant and he or she coaches a team at the *alma mater*. Any judge who has coached the students of a university may not judge a match of the Competition held in the same year in which those students participate. 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.

（１１） Each judge shall evaluate independently. However, this shall not prevent judges from exchanging views in connection with the judging process.

（１２） Throughout the course of the Competition, judges will deduct points from participants who seriously deviate from the manner expected of business people.

（１３） 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 will show the points given for 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 provided, or (b) Both the scores of each team and the average of all teams are provided.

（１４） For universities ranked in the top seven, 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.

１３． Coaching by Supervising Instructors, etc.

（１） The supervising instructors 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 instructors 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.

１４． Dress, Manner

（１） Participants shall dress appropriately for legal or business negotiations at each round.

（２） Throughout the course of the Competition, participants are expected to maintain an appropriate manner expected of lawyers or business people {DHF: “business persons” would also be acceptable; as with “lawyers”, though, it should be plural}.

（３） For in-person matches, each participant must prepare and take with him or her a nameplate and name badge in the following form:

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: A4-size paper folded in thirds, long sideways, with the relevant information printed in bold.

Content: Please clearly show the name of the participant and the name of the role (for Round B) 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.

１５． Awards

（１） The university that achieves the highest number of total points according to Rule 12(9) shall receive the SUMITOMO Competition Award, and the universities ranked 2nd through 10th shall also receive awards. Award winning universities will be granted some extra prizes.

（２） The university that achieves the highest number of total points in the "teamwork" element in Rounds A and B shall receive the "Best Teamwork Award".

（３） 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 the Japanese language division (Herbert Smith Freehills Award);
-the university that achieves the highest number of total points in Round B in the Japanese language division (GLEA Award);
-the university that achieves the highest number of total points in Round A in the English language division (CIArb Award);
-the university that achieves the highest number of total points in Round B in the English language division (Squire Patton Boggs Award);
-the universities that are ranked first to fifth in each of the Japanese language division and the English language division.

（４） In addition, a special award will be granted by the Steering Committee to a university that did not receive one of the overall awards but achieved an especially noteworthy performance, in the judgment of the Steering Committee.

（５） In the event there are tie scores for some awards, both universities will be awarded the same. However, for the Best Teamwork Award, the university with more teams, and in case of the same team numbers, the university with more team members will be prioritized.

１６． 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, in principle, 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 Japanese 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 as well as the conditions set forth in this participation standard of the Competition;

－The supervising instructor 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 the following conditions:

- a participant in the 21st Intercollegiate Negotiation Competition,
- a current undergraduate or graduate student in law or a graduate of such within the past one year,
- a Japanese national or a Japanese resident for more than two years continuously at the time of the 21st Intercollegiate Negotiation Competition.

（２） Participants must pay to cover the costs of their own participation. However, aid up to the amount of 100,000 yen will be given to each participant, from the Steering Committee.

１７． 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 anyone other than the members of the same team by using digital devices or any other means (members of the same team may freely communicate with other members of the same team). Please note that, *during* the rounds, communication with members of other teams of the same university is prohibited.

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 Infringe of copyright, illegal leak or usage of personal information and breach of other laws.

⑦ Obstruction of the Competition.

⑧ Behavior that is against the manner expected of lawyers or ordinary business persons.

⑨ Giving gifts, such as drinks and sweets, to judges during the Competition.

⑩ Visitors' use of electronic devices that produce operating noises during the rounds.

⑪ Use of generative AI during the rounds (use of generative AI during the preparation before the Competition is permitted).

１８． 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).

１９． 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 representative(s) of the university 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 judges determine that such a request is for good reason, the judges may issue such direction as they deem appropriate, or may 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.

２０． Brochure, Photos, Video Recording, Publications, Personal Information

（１） Participants, judges, and instructors consent to the collection of their personal information such as name, affiliation, video footage and images (including cases where the subject's name can be identified from a name tag). Such personal information may be (jointly) used in the brochure made by the Steering Committee, in the official website of this Competition, in the photos and video taken and made by the Sumitomo Group Public Affairs Committee, in live streaming of opening/closing ceremonies and matches, and in other materials deemed necessary by the Steering Committee or publications by sponsors and so on. The Steering Committee may share the photos with participants and instructors after the Competition. However, these photos are for personal use only, and any use must respect the privacy of others.

（２） Participants, judges, instructors, and visitors consent to the video/digital 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） In case of face-fact and hybrid matches, participating teams may wish to arrange to have their own matches recorded for future educational, research, or training purposes. In such a case, the team must consult with the opposing team to receive its consent to the recording. In no event, however, is recording allowed during recesses or when the opposing team is alone in the match room. Furthermore, if the other team requests the recording data, the data should be shared using

appropriate means such as online storage

（4） In the case of online matches, participants may not make a recording of the competition sessions. If participants need a video of their team in the online match, participants may receive the recorded data from the Steering Committee in accordance with the prescribed procedures

（5） 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 and comply with this rule.

（6） Online matches will be streamed live on YouTube for registered observers. (In some cases, such as when a match is changed from in-person to online format on the day of the Competition, the match may not be broadcast on YouTube.) Friends and family of the participants and other observers are welcome to watch the Competition online, provided they follow the necessary procedures and complete registration in advance. Observers are prohibited to record the contents they view. The Steering Committee reserves the authority to stop broadcasting, to refuse any application to observe, to revoke the permission to observe, or to take any other necessary measure to ensure the smooth and proper implementation of the Competition.

（7） The Steering Committee will decide if the in-person matches may be observed depending on the circumstances, and announce it once decided.

（8） The Steering Committee may publicize the scores of universities which receive awards in the closing ceremony, in newsletters, etc., and may publicize the scores and memoranda of universities which receive awards on the INC website or in other media.

２１． Costs

（1） The registration fee for this Competition is 5,000 yen per participant. In the case of participants for whom arrangements/financial supplement for accommodation is not necessary, the registration fee is 2,000 yen.

（2） In principle, costs arising from participation in this Competition shall be borne by the individual participants.

（3） The Steering Committee may provide financial support for the cost of transportation and accommodation of participants, using funds provided by sponsors.