

# Rules of the 13th Intercollegiate Negotiation Competition

(October 31 version)

## 1. Rules

- (1) The Thirteenth 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 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

- (1) The time and place of this competition is as follows.
  - ① Time: November 29 and 30, 2014
  - 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  
October 1 (Wen)
  - ② Registration Deadline  
October 14 (Tue), 15:00
  - ③ Distribution of Confidential Information and the Match Table  
October 16 (Thu)(Tentative)
  - ④ Deadline for Registration of Roles  
November 4 (Tue), 15:00
  - ⑤ Deadline for questions about the Problem and the Rules  
November 4 (Tue), 15:00
  - ⑥ Deadline for Preliminary Memorandum for Round A  
November 20 (Thu), Noon
  - ⑦ Deadline for the Preliminary Memorandum for Round B and Round A Response  
November 25 (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 memorandums and registrations to the Steering Committee shall be made via email, addressed to the following addresses:  
negocenter@osipp.osaka-u.ac.jp 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 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 Article 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 each university, or persons who graduated the university in the year of the competition and who have no occupation or profession.
- (3) On 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 sections, one is the section conducted in Japanese (the Japanese section) and the other is the section conducted in English (the English section). Each participant needs to be registered in either the Japanese section or the English section.
- (5) Each university may register up to 2 teams for the Japanese section and 2 teams for the English section. 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 at 2(2)④ of the Rules. The change of the 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 practicing attorneys or business person for one year and more, each 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 instructors).
- (2) Questions about the problem shall be accompanied by reasons and addressed to the Steering Committee by the relevant deadline. In case that 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.

The estimated time of answer is as follows:

Questions made by October 14: Answers will be made by October 17

Questions made by October 20: Answers will be made by October 24

Questions made by October 27: Answers will be made by October 31

Questions made by November 4: Answers will be made by November 7

- (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 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 competition days. 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 section, and the English text of the Problem is controlling for the English section. 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 is a Japanese section and an English section.
- (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 are 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 (2010). For the Japanese section, the Japanese translation thereof, *UNIDROIT Principles of International Commercial Contracts (2010)* (Shoji-Homu, 2013) translated by Takashi Uchida, et al., 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. An appropriate role shall be added in a team consists of more than four members. 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 role. Judge will evaluate adequateness of role sharing.
- (7) Each university shall register the role of each participant by the deadline

specified in 2(2) of the Rules 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 section (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 of 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 - 13:15	Preparation
13:15 - 13:20	Opening statement regarding Chocolate Case by Blue
13:20 - 13:25	Opening statement regarding Chocolate Case by Red
13:25 - 14:25	Hearing regarding Chocolate Case
14:25 - 14:40	Recess
14:40 - 14:45	Opening statement regarding M&A Case by Red
14:45 - 14:50	Opening statement regarding M&A Case by Blue
14:50 - 16:20	Hearing on M&A Case
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 its claims and supporting reasons (the “preliminary memorandum”),

the arguments made by the parties in Round A, and the materials filed by the parties for Round A 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 who 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 made by a PDF file, with A4 size page setting. The maximal length of a memorandum should be eleven (11) pages both in Japanese and English sections.
  - 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 center bottom 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 the matters for discretion of each team. Please note that legibility be also in the scope of evaluation by the judges.
- (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 its counter 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) NEGO”.
- (6) 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 Failure of format
    - Exceeding length limit within half page: minus 0.5 point
    - Exceeding length limit within one page: minus 1 point

- Exceeding length limit by more than one page: 1.5 point
- Substantial failure of format: minus 0.5 point

② Delay in submission

- within 10 minutes: 0.5 point
- within 20 minutes: 1 point
- within 30 minutes: 1.5 point
- within one hour: 2 point
- over one hour: 2.5 point

\* The time of submission will be based on the time of arrival of the preliminary memorandums of all teams to the server of the place of submission.

- ( 7 ) It is not necessary for the contents of the memorandums of the teams of the same university to be the same (but it is permissible for the contents of teams from the same university to be the same).
- ( 8 ) 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.
- ( 9 ) 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 may address arguments not referred to in the Problem by anticipating possible additional arguments that the counter party may make. The memorandum should be drafted with an easy to understand and logical structure, by using concise sentences, sub-section headings, etc.
- ( 1 0 ) 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 1 ) There is no examination of witnesses in the arbitration.
- ( 1 2 ) The arbitration panel will not make an arbitral award.
- ( 1 3 ) Procedure of the arbitration shall be controlled by the UNICTRAL 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 4 ) 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 party's 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 appeals, 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.
- ( 1 5 ) 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, found in the Problem or other materials.
- ( 1 6 ) 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 precede.
- ( 3 ) Each team shall submit a Preliminary Memorandum to the Steering Committee by the deadline specified in 2(2) of these Rules by sending it as an e-mail attachment. A university who 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 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.
  - ②The memorandum shall be made by a PDF file, with A4 size page setting. The



maximal length of a memorandum should be four (4) pages both in Japanese and English sections.

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) NEGO (name of university only 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 center bottom of each page.

⑥The choice of fonts and size thereof, spacing of lines, and the number of letters per line, and/or whether using charts, etc. are the matters for discretion of the team. Please note that legibility be also in the scope of evaluation by the judges.

- (4) Memorandums 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 memorandums for Round A.
- (5) It is not necessary for the contents of the memorandums of the teams of the same university to be the same while it is permissible for the contents of the memorandums from the same university to be the same.
- (6) 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.
- (7) Negotiations shall be conducted in the designated place.
- (8) When 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).
- (9) Participants must follow the instructions by the judges.
- (10) 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.
  - ② Bilateral negotiations.

- ③ After the negotiation, each team shall have 15 minutes to deliver an oral self-evaluation 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 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 5 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 are the good points and/or bad points in the performance of the counter party?

- (1 1) Members of the other team may not attend the explanation of the goal and strategy session and self-evaluation session.

## **9. Submission of Materials**

- (1) Each university may use materials and/or projected images to support its claims upon 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 permit or prohibit the use of any set of materials or item(s) therein in their sole discretion.
- (5) In both Japanese and English section, any materials not in the official language of the section must be accompanied by a translation in the official language of the section.

## **1 0. 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.

## **1 1. 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 the evaluation on an absolute scale (not on relative evaluation).
- ( 4 ) The Steering Committee shall appoint three judges to 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 ) In each round, the points achieved by a team is the total number of points given by each judge minus deduction of points, if any. The total points of Round A and Round B for a team is the score of that team. For universities represented by multiple teams, the average of the scores achieved by all of its teams shall be the score of the university; provided that, when a university is represented by both Japanese and English teams, the score of the university is the average of the scores of all of its teams plus 5 points
- ( 8 ) Persons who have coached the teams in preparation for this year's competition after the publication of the Problem may not be a judge to the match involving the team that they have coached.
- ( 9 ) Judges shall be permitted to make a record of the proceedings.
- ( 1 0 ) Each judge evaluates independently. However, this shall not prevent judges from exchanging views in connection with the judging process.
- ( 1 1 ) The Steering Committee shall hold an advance briefing with the judges, in order to seek to achieve uniformity in the evaluation process.
- ( 1 2 ) 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 the two types: (a) Only the average scores of all teams are informed (b) Both the scores of each team and the average of all teams are informed.
- ( 1 4 ) For the universities that ranked in the top five, the points of Round A, Round B, and the total score 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 teams and/or 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 and Round B.

### **1 3. Dress, Name Card, Name Tag, Name Plate**

- (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 section participants and in English for the English section participants.
    - Colors: light blue (sky blue) for Blue, pink for Red.
  - ② Name Plate
    - The nameplate will be put on the table during Rounds.
    - Size: Bold B5-sizepaper in three, long sideways.
    - Content: Please show the name of the university and the name of the participant in Japanese for the Japanese section participants and in English for the English section 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 2<sup>nd</sup> through 5<sup>th</sup> shall also receive awards.
- (2) When there is a tie for the first place, the winner of the SUMITOMO competition award shall be determined by: (a) the number of evaluation categories in which the universities received the 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 “team work” element in Rounds A and B shall receive “Best Teamwork Award”.

### **1 5. Recommendation for participation in the International Negotiation Competition**

- (1) The Steering Committee will select and recommend two persons from the participants of the competition as Japan representatives for the International Negotiation Competition. (The 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 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 university that achieved the second best score in the English division in Round B may 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 12<sup>th</sup> 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 12<sup>th</sup> 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 Matters prohibited by these rules.
- ③ Failure to comply with Steering Committee directions.
- ④ Failure to comply with directions given by the judges.
- ⑤ Breach of copyright and other laws.
- ⑥ Obstruction of the competition.
- ⑦ Behavior which is against the manner required to ordinary business persons.

## 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 decision of the Steering Committee in subparagraph 1 above, and that of the judges in subparagraph 2 above, are final, and may not be appealed.

#### **1 9. Brochure, Video Recording**

- (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 necessary materials or publication 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 (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.

#### **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 fund granted by sponsors.