

## SCHEDULE TO THE OFFICIAL REGULATIONS

### Log In into the Portal

1. The Committee will send all Teams an invitation link, user name and login password (“**Login Credentials**”) to a conference portal (“**Portal**”) for the Oral Submission Rounds at such time not less than two (2) hours before the commencement of an Oral Submission round.
2. Teams shall be responsible to carry out trial-run as may be facilitated by the Committee so as to verify the validity of the Login Credentials before the commencement of an Oral Submission Round. In the event where the Login Credentials were erroneous/faulty, Teams shall immediately bring to the attention of the Committee such an error no less than one (1) hour before the commencement of an Oral Submission Round for the Committee to take the necessary action to rectify such error/fault.
3. A Team which fails to be present by logging in into the Portal at the time of commencement of an Oral Submission Round, except in such scenario where the Team have provided notification to the Committee in respect of the erroneous/faulty Login Credentials, will be deemed to have failed to appear in the said round. In that event, the Committee may direct the Oral Submission Round to proceed in accordance with the provisions stipulated in Regulation 8 of the Official Regulations.

### Decorum

4. All members of the Team shall be dressed in Chambers attire.
5. Teams must be located in a quiet room which can be closed and private and have a desk and chairs for all Participants. Teams may elect to seat their members in two (2) rows, where the Lead Counsel and Co-Counsel may be seated in the front row and other members in the Team may be seated in the second row.

6. Irrespective of whether the teams are seated in a single row setting or otherwise, the camera shall be positioned in a way to see the Team's table with all Team members clearly.
7. The Lead Counsel and Co-Counsel of the Teams may remain seated in making oral submission and when addressing the Judges.
8. All other court room etiquettes, in so far as it may be practicable, shall be practiced by all members in the Team.

### **Technical Considerations**

9. Teams shall ensure that the microphone is set up close to the Lead Counsel and the Co-Counsel and that it works properly. In the event where there is no microphone available, the Lead Counsel and the Co-Counsel shall ensure that he/she is audible and can be heard clearly at all times.
10. Teams are not allowed to disable / turn off the microphone and video functions at any time during an Oral Submission Round. However, Teams are obliged to remain silent so as to avoid any unnecessary noise that could affect their opponent's team. Any unnecessary noise, outbursts, or other inappropriate behaviour caused by any person(s) during the Oral Submission Rounds will cause the said person(s) to be removed from the proceedings.
11. Teams shall ensure adequate and reliable internet connection and reliable hardware for video conferencing is utilised for the duration of the Oral Submission Round. Teams shall also be required to ensure that there is adequate power supply for all equipment that will be used in an Oral Submission Round.

### **12. Technical Errors Before or During an Oral Submission Round**

- 12.1. In the event any Team are to encounter technical errors, whether before the commencement of or during an Oral Submission Round, the Team should immediately bring such technical errors to the attention of the Committee.

- 12.2. Upon receiving such notifications of technical errors, the Committee may, in exercise of their discretion, adjourn the Oral Submission Rounds for such period not exceeding fifteen (15) minutes so as to enable the technical errors be rectified.
- 12.3. In the event the technical errors are unable to be rectified during the adjournment of the Oral Submission Round, the Team shall immediately inform the Committee of the same. In the circumstances, the Committee may:-
- 12.3.1. Allow a further adjournment of the Oral Submission Round by fifteen (15) minutes so as to allow the Team to carry out rectification works;  
or
- 12.3.2. In the event the Committee is satisfied that the technical error was caused due to the Team's own negligence, omission or default, or that further adjournment pursuant to Paragraph 12.3.1 above would not be desirable, the Committee may direct the Oral Submission round to proceed in accordance with the provisions stipulated in Regulation 8 of the Official Regulations.
- 12.4. In the event the technical errors are unable to be rectified after the adjournment of the Oral Submission Round pursuant to Paragraph 12.3.1 above, the Committee shall:-
- 12.4.1. Declare that the Team encountering such technical issues to have failed to appear in the Oral Submission Round; and
- 12.4.2. Direct the Oral Submission round to proceed in accordance with the provisions stipulated in Regulation 8 of the Official Regulations.
13. All Teams shall undertake to carry out all necessary tests on all the equipment and connection internally before the Competition Day so as to avoid any technical issues.