



# THE COMPETITION RULES

**VIAC** || Vienna International  
Arbitral Centre



**10** **VIENNA**  
CDRC  
THE IBA-VIAC MEDIATION &  
NEGOTIATION COMPETITION

## 10th IBA-VIAC CDRC VIENNA MEDIATION & NEGOTIATION COMPETITION

Celebrating a Decade of Mediation and Negotiation Excellence!

#SHARE

#GROW

#INSPIRE

**CD 20**  
**RC 25**

# Table of Contents

Definitions .....	3
The Rules .....	6
Format .....	6
Participation .....	6
Teams .....	6
Negotiator Teams .....	6
Mediator Teams .....	6
Eligibility of Students .....	7
Eligibility of Coaches .....	7
The Application and Selection Process .....	7
Application Process .....	7
Selection Process .....	7
The Competition.....	8
Roles of the Team Members.....	8
Confidential Instructions and Preparation Time.....	9
Preliminary Rounds .....	9
Elimination Rounds .....	9
Finality of assignments.....	10
Sessions .....	10
Language .....	10
Session Participants .....	11
Duration .....	11
Breaks.....	11
Caucus and cross-caucus .....	11
Timekeeping.....	12
External Materials and Technology .....	12
No Assistance during the Session .....	13
Observing .....	14
The Problem .....	14
The Problem .....	14
Additional and Confidential Information .....	15
Additional, extraneous, or made-up facts.....	15
Expert Assessors.....	15

Scoring and Awards.....	16
Scoring Criteria.....	16
Scoring, Recommendations, and Feedback.....	16
Ranking of Teams.....	16
Prizes and Special Awards.....	17
Prizes.....	17
Special Awards.....	17
Certificates.....	18
Scoring Information provided to the Teams.....	18
Violations of the Rules.....	18

## Definitions

<b>Association</b>	is the Association for the Organization and Promotion of the Vienna Mediation and Negotiation Competition. It is responsible for the organization of the Competition.
<b>Break</b>	is a period during a Mediation that is available to Negotiator Teams.
<b>Caucus Cross-Caucus</b>	are confidential meetings with the Mediator in a Mediation.
<b>CDRC Vienna</b>	is the IBA-VIAC CDRC Mediation & Negotiation Competition.
<b>Client</b>	is the member of a Negotiator Team who plays the role of the Client in a Mediation.
<b>Coach(es)</b>	is (are) the person(s) designated as such at the time of registration who assumes the formal responsibility of preparing, training, and supervising that Negotiator or Mediator Team.
<b>Confidential Information</b>	is additional, confidential information of a party that is available only to the Negotiator Team representing that party, outlining their needs interests and which may be considered in determining the negotiation strategy.
<b>Counsel</b>	is the member of a Negotiator Team who plays the role of Counsel in a Mediation.
<b>Directors</b>	are the Director and the Deputy Director, appointed to administer CDRC Vienna.
<b>Dummy Team</b>	a Dummy Team is a team formed to replace another Team that, while being a Team participating in The CDRC Vienna, is not scored, does not compete for any awards and does not progress past the preliminary rounds. The Directors will assemble the Dummy Team.
<b>Elimination Rounds</b>	are those rounds of the CDRC Vienna that follow the Preliminary Rounds and during which Mediator and Negotiator Teams are gradually eliminated in each round until only one Mediator Team and one Negotiator Team remains.
<b>Expert Assessor</b>	is a professional mediator or a mediation or negotiation trainer who assesses and scores students and provides feedback to each Team Member at the end of a Session.
<b>IBA Mediation Committee</b>	is the Mediation Committee of the International Bar Association.
<b>Mediation</b>	is that part of a Session during which a Mediator facilitates the negotiation between two Negotiator Teams.
<b>Mediator</b>	is a student from a Mediator Team, appointed to act as Mediator in a Session.

<b>Mediator Team</b>	is a Team comprising 1 to 2 students as well as 1 to 2 coach(es) who have been selected to compete in the CDRC Vienna as Mediator(s).
<b>Negotiator Team</b>	is a Team comprising 2 - 4 students as well as 1 – 2 coach(es) who have been selected to compete in the CDRC Vienna as Negotiators.
<b>Organizing Committee</b>	is a committee comprising six persons, including the Chair and two Co-Chairs of the IBA Mediation Committee and three representatives of VIAC.
<b>Participant(s)</b>	include(s) all registered students, coaches, expert assessors, and volunteers.
<b>Party</b>	is a Negotiator Team and can either be a Requesting Party or a Responding Party.
<b>Preliminary Rounds</b>	Are the initial rounds of the CDRC Vienna where participants compete for a ranking to determine the qualification for the Elimination Rounds.
<b>Requesting Party</b>	is that party in each round to which the CDRC Vienna has assigned the role of the party which has requested the Mediation.
<b>Responding Party</b>	is that party in each round to which the CDRC Vienna has assigned the role of the party which has to respond to the request for the Mediation.
<b>Rules</b>	are the rules which govern the CDRC Vienna. This includes this document and any further clarifications, communications and instructions that may be issued by the Directors or the Organising Committee.
<b>Score Sheet</b>	is an online form provided to the Expert Assessors for the purpose of scoring the performance of the Mediator and the Negotiator Teams of a Session.
<b>Scoring Criteria</b>	are the criteria for scoring the performance of a Mediator as well as each member of a Negotiator Team, to be applied by the Expert Assessor at the end of a Session using the Score Sheet.
<b>Secretariat</b>	comprises Volunteers that support the Directors in running the CDRC Vienna.
<b>Secretaries</b>	comprises the four (4) senior volunteers that support the Director in running the CDRC Vienna with the help of the Volunteers.
<b>Session</b>	is the 135-minute time slot comprising the Mediation, the scoring, and the feedback.
<b>Session Supervisor</b>	is a Volunteer, appointed by the Directors to supervise a Session.
<b>Team</b>	is a Negotiator Team or a Mediator Team.

<b>Venue</b>	is the location where the CDRC Vienna is held. The venue is announced on the website of the CDRC Vienna.
<b>VIAC</b>	is the Vienna International Arbitral Centre of the Austrian Federal Economic Chamber.
<b>Vis Moot</b>	is the Willem C. Vis International Commercial Arbitration Moot.
<b>Volunteer</b>	is a person who was selected to perform, online and / or in person, specific roles in the lead up to, and/or during, the CDRC Vienna, as instructed by the Directors.

The website of the CDRC Vienna is located at the URL [www.cdrcvienna.org](http://www.cdrcvienna.org).

# The Rules

## Format

1. The CDRC Vienna is conducted in-person.

## Participation

2. Universities can apply to participate in the CDRC Vienna, entering either:
  - a Negotiator Team.
  - a Mediator Team; or
  - both, a Negotiator and a Mediator Team.
3. The CDRC Vienna requires applications from Negotiator Teams and Mediator Teams separately.

## Teams

### Negotiator Teams

4. A Negotiator Team consists of a minimum of two, and maximum of four students.
5. At least one student of the Negotiator Team must be a full or part-time law student to play the role of the Counsel.
6. Negotiator Teams must be supported by a minimum of one and a maximum of two Coaches.
7. Cross-faculty or cross-university Negotiator Teams are permissible.

### Mediator Teams

8. A Mediator Team consists of a minimum of one, and a maximum of two students.
9. Mediator Teams must be supported by a minimum of one and a maximum of two Coaches.
10. Cross-faculty or cross-university Mediator Teams are permissible.

### **Eligibility of Students**

11. Prospective applicants must be registered as full-time or part-time students in the academic year of 2024/2025. Students who graduate within three months before the start of the CDRC Vienna are still eligible to participate.
12. Graduate students are permitted to participate if they have completed their undergraduate studies no longer than one year prior to the start of the CDRC Vienna, and have since gained work experience (e.g., they started to practice law or have been otherwise in business) of no more than six months since their graduation.
13. Students who have practical mediation or negotiation accreditations and / or experience outside a training, university or clinic context are not eligible.
14. Students who have already participated in a previous edition of the CDRC Vienna are not eligible to participate again as a Team Member.

### **Eligibility of Coaches**

15. The Coach(es) of a Team may be full professors, assistant or adjunct professors, qualified lawyers, lecturers in Alternative Dispute Resolution, qualified mediators, negotiation trainers or students highly experienced in mediation and negotiation competitions.

## **The Application and Selection Process**

### **Application Process**

16. Each university may apply to enter one Negotiator Team and / or one Mediator Team.
17. The application processes for Negotiator and Mediator Teams are independent of each other.
18. The application processes for Negotiator and Mediator Teams are online based. The application consists of a form and an application video. The electronic forms are available on the website of the CDRC Vienna. The video must be uploaded in the relevant field of the electronic form.
19. The application video must be a maximum of two-minutes long and is meant to showcase the team's motivation for applying for the competition and why the team believes it would make be a good fit for the competition.
20. All relevant deadlines are published on the website of the CDRC Vienna. Late applications will not be considered.



## **Selection Process**

21. The submission of an application does not guarantee selection to compete in the CDRC Vienna.

## ***The Selection***

22. The Organizing Committee, in consultation with the Directors, will select the Negotiator Teams and Mediator Teams in its absolute discretion (selection decision). The selection decision is final and cannot be appealed.
23. In selecting the Mediator and Negotiator Teams for the CDRC Vienna, the Organising Committee will take into consideration several criteria, including, but not limited to the following:
  - Communication, presentation, and other skills manifested in the Team's application.
  - Training, coursework, and experience of the applying students.
  - Performance at previous mediation or negotiation competitions.
  - Representation of gender, geographic and cultural diversity, and inclusion.
24. The Directors inform the selected Teams of their selection. The Teams must confirm their participation (Confirmation) within 3 days of being informed of their selection.
25. The Directors may also inform some Teams that they have been selected to a stand-by list. These Teams will receive any relevant additional information with this notification.

## ***The Registration Fee & Payment***

26. Selected Mediator Teams and the Negotiator Teams must pay the registration fee. The registration fees are published on the website of the CDRC Vienna.
27. The registration fee is payable via electronic transfer into the bank account of the Association.
28. The Teams must organize the electronic transfer, with all banking charges and transfer fees borne by the Team.
29. The Association must receive the registration fee within two weeks of the Team's Confirmation
30. Payment instructions and an invoice or confirmation will be issued as needed and only on request. CDRC Vienna will not supply extra documentation for university, government, or tax requirements.
31. The failure to pay the registration fee in time and in full will result in the Team's exclusion.

32. The registration fee is not refundable.

## **The Competition**

### **Roles of the Team Members**

33. Each Negotiator Team with more than two students can decide, throughout the Competition, which Team member shall act as Counsel and Client in any given Session. The student acting as Counsel must be a full or part-time law student (see Rule 5).
34. Each Mediator Team with more than one member can decide, throughout the Competition, which team member shall act as the sole Mediator in any given Session.
35. Teams must inform the Secretariat of their decision in advance of the Session.

### **Confidential Information and Preparation Time**

36. Before each Session, the Negotiator Teams have 60 minutes of preparation time. At the start of the preparation time, the Secretariat will provide the Negotiator Teams with Confidential Information exclusive to that round.
37. Mediator Teams do not receive Confidential Information and thus have no preparation time.
38. The Confidential Instructions are valid for one session only. Accordingly, all Confidential Information of all prior Sessions must be ignored for each new Session of the Competition.
39. Negotiator Teams, Coaches and Expert Assessors are strictly prohibited from sharing the Confidential Information with anyone whatsoever before or after the session. The Confidential Information is meant for use during the preparation time and the mediation session only.
40. Seeking or soliciting confidential information from a counterparty after the conclusion of a round is strictly prohibited. Failure to comply with this rule would result in immediate disqualification from the competition.

### **Preliminary Rounds**

41. The Preliminary Rounds comprise of up to four Sessions and the Secretariat will assign the Negotiator Teams and Mediator Teams to the Sessions.
42. Mediator Teams must nominate the Mediator prior to each Session and inform the Secretariat of their nomination accordingly.

## **Elimination Rounds**

43. The Negotiator and the Mediator Teams with the highest scores awarded in the Preliminary Rounds will advance to the Elimination Rounds (Quarterfinals, Semifinals, and Final).
44. The prevailing team from each Elimination Session will advance to the next Elimination Round.

## ***Advancing of Teams to Elimination Rounds***

45. In each Elimination Round, the Negotiator teams will be paired according to their ranking in the Preliminary Rounds. The highest scoring Negotiator Teams will be divided, based on their scores (highest to lowest) into two (2) groups of equal numbers.
46. The Elimination Sessions of the first Elimination Round are formed by pairing the highest scoring Negotiator Team from Group 1 with the highest scoring Negotiator Team from Group 2 and so forth.
47. In each Elimination Round, the Mediator Teams will be assigned at random provided that no Mediator Team from a university may mediate in a Session that has a Negotiator Team from the same university.
48. The role of Requesting and Responding Party will be assigned by the Directors based on their previous pairing (if any) with the other Negotiator Team. Provided that where a Negotiator Team acted as a Requesting Party against another Negotiator team in the immediately preceding round, the Team having participated as the Requesting Party will then be designated the role of the Responding Party for the later round and vice versa.

## ***Quarterfinals***

49. After the selection of the Mediator and Negotiator Teams, and in any event, no later than at the beginning of the CDRC Vienna, the Directors will announce whether the Quarterfinals will take place, or whether the competition will proceed immediately to the Semifinals.
50. If the Quarterfinals take place, the eight Negotiator Teams and the four Mediator Teams that are highest ranked at the end of the Preliminary Rounds, will advance to the Quarterfinals.
51. The Directors will assign, as per Rules 43-48:
  - a. The Negotiator Teams and the Mediator Teams to their respective Quarterfinals.
  - b. The Negotiator Teams' role as Requesting and Responding Party.

52. The Mediator Teams must nominate the mediator prior to Quarterfinals and inform the Secretariat of their nomination accordingly.

### ***Semifinals***

53. If the Quarterfinals do not take place, the competition will proceed from the Preliminary Rounds directly to the Semifinals.
54. The four Negotiator Teams and the two Mediator Teams that are highest ranked at the end of the Preliminary Rounds, will advance immediately to the Semifinals.
55. The Directors will assign, as per Rules 43-48:
- a. The Negotiator Teams and the Mediator Teams to their respective Semifinal.
  - b. The Negotiator Teams' role as Requesting and Responding Party.
56. The Mediator Teams must nominate the Mediator prior to the Semifinals and inform the Secretariat of their nomination.
57. The winning Mediator Team is the Mediator Team obtaining the higher score in the Semifinal round.

### ***Final***

58. The two highest ranked Negotiator Teams of the Semifinals will advance to the Final.
59. The Directors assign the Negotiator Teams' role as Requesting and Responding Party at their own discretion. The decision is not subject to appeal.
60. After the selection of the Mediator and Negotiator Teams, and in any event, no later than at the beginning of the CDRC Vienna, the Directors will announce whether both Mediator Teams that participate in the Semifinals will co-mediate the Final. The Mediator Teams must nominate the co-mediator prior to the Final and inform the Secretariat of their nomination accordingly.
61. Because the prevailing Mediator Team is the Mediator Team highest ranked in Semifinals, the Mediators or Co-Mediators that advance to the Final will not be scored.

### **Finality of assignments**

62. The Directors assign Mediator and Negotiator Teams in their absolute discretion and the decisions are not appealable.

## Sessions

### Language

63. The language of the CDRC Vienna is English.

### Session Participants

64. A Session will consist of representatives from three different Teams, including two Negotiator Teams and one Mediator Team.

65. The two Negotiator Teams are representing the Requesting Party and the Responding Party respectively. The Directors will allocate the Negotiator Teams accordingly.

66. One Mediator from a Mediator Team will mediate the Session. If The Mediator Team has two team members, the Team must select one team member as Mediator for the Session and inform the Secretariat of its selection prior to the Session.

### Duration

67. The Negotiator Teams have 60 minutes of preparation time before each Session.

68. Each Session will run for a maximum of 135 minutes. This time is allocated as follows:

The Mediation (Breaks and Caucuses included)	90 minutes
Scoring	15 minutes
Feedback	30 minutes

69. In case of delays (maximum 15 minutes), the Directors will decide how to proceed.

### Breaks

70. Each Negotiator Team may request one Break during the Mediation to privately confer amongst themselves.

71. The requesting Negotiator Team must leave the room for the duration of the Break. The other Negotiator Team, the Mediator, the Expert Assessors, and all others in the room must stay within the Session and not communicate with each other during the break.

72. A Break is up to 3 minutes long. The time for the Break starts as soon as the team exits the room and stops as soon as the team enters the room back. The Negotiator Team requesting the Break is responsible for ensuring adherence to the time limit. A late return will be penalized by the Expert Assessors when scoring the requesting Negotiator Team.

### **Caucus and cross-caucus**

73. The Mediator may conduct one or several private meetings with the two members of a Negotiator Team. These private meetings are referred to as 'caucus'. The Mediator and the Negotiator Team in the Caucus are referred to as '*Caucusing Parties*'. A Caucus may be requested by the Mediator or a Negotiator Team.

74. The Mediator and each Negotiator Team may also request one or several private meetings between the Mediator and the:

- Clients of both the requesting and the responding Party; or
- Counsels of both the requesting and the responding Party.

These Caucuses are referred to as *Cross-Caucus*. The Mediator and the Clients or Counsels in the Cross-Caucus are referred to as "*Cross-Caucusing Parties*".

In a Cross-Caucus, parties must be represented equally. Therefore, it is either the:

- Clients of both parties; or
- Counsels of both parties.

Any other combinations, including both the client and counsel of one party and only the client or the counsel of the other are not permitted.

75. Each Caucus or Cross-Caucus may last up to ten minutes. It is the responsibility of the Mediator to ensure that a Caucus or a Cross-Caucus does not exceed the allotted time. The Caucusing and Cross-Caucusing Parties will remain in the Session room. The other Negotiation Team or the other Team Members must leave the Session room.

76. The use of the Caucus and / or Cross-Caucus is assessed. The Expert Assessors will score the Mediator as well as the Negotiator Teams and Team Members, taking into consideration:

- a. The appropriateness of the request for a Caucus or Cross-Caucus, or lack thereof, in the context of the Mediation; and
- b. How well the Caucusing and Cross-Caucusing Parties performed in the Caucus or Cross-Caucus.

## **Timekeeping**

77. The Expert Assessors are the official timekeepers during the Sessions. They may be supported by the Session Supervisors who may, upon the completion of the allotted time for the session, intervene and stop the session.
78. The Mediator is responsible for adhering to the time limit for the Caucus and Cross-Caucus. Expert Assessors may penalize a Mediator who does not manage time appropriately.
79. The Negotiator Team requesting a break is responsible to adhere to the time limit for Breaks.

## **External Materials and Technology**

80. During the Mediation, the Mediator and the Negotiator Teams may use any materials supplied by the Secretariat, as well as their personal notes and other printed or drafted material.
81. Negotiator Teams may also bring one single-side printed A4 / letter sheet (or equivalent) to share with the other Negotiator Team, the Mediator, and the Expert Assessors.
82. Each Mediator and the Negotiation Teams may use a calculator, watch, or other timing device, in aid of the mediation and to keep track of their time.
83. It is not permitted to use during the Sessions:
- a. Communication applications, including messengers, chats, or emails.
  - b. AI-based generative software.
84. The use of electronic equipment, including phones, tablets, or laptops is permitted only for the purpose of using electronic copies of the Confidential Information or time keeping. All other purposes are prohibited, and the electronic equipment must be switched to flight mode (phones, tablets) or be disconnected otherwise from the internet (laptops). The Session Supervisors may, at any time before, during, or after the Session, check the electronic equipment of any team to ensure compliance with the Rules.
85. To ensure inclusiveness, the Directors can permit the use of certain electronic equipment if a Team Member requires the assistance of this equipment to participate in the CDRC Vienna.

### **No Assistance during the Session**

86. No Team member may be assisted by a (the) Coach(es) or (a) non-competing team member(s) during a Session (including during a Break, a Caucus or a Cross-Caucus).
87. Any attempt to assist, whether verbally or otherwise, can lead to an immediate deduction of up to 20 scoring points by each Expert Assessor, as per their individual determination (Point Deduction).
88. In repeat or severe cases of assistance, Expert Assessors may recommend the disqualification of the assisted Team (Recommendation to Disqualify).
89. Expert Assessors may confer on a Point Deduction or Recommendation to Disqualify.
90. Expert Assessors must record a Point Deduction and a Recommendation to Disqualify in writing on the Score Sheet before the Score Sheets are submitted to the Secretariat. After the Session, the Directors will share any Point Deduction and Recommendation to Disqualify with the Team Coach(es).
91. Any Point Deduction and Recommendation to Disqualify, is / are final and not subject to appeal.
92. Any Recommendation to Disqualify is considered by the Directors, in consultation with the Organizing Committee. The Directors must inform the Team Coach(es) of their decision. The decision is final and not subject to appeal.

### **Observing**

93. Only Participants of the CDRC Vienna are permitted to observe Sessions, subject to the following conditions:
  - a. The Final is open to the public.
  - b. During the Elimination Rounds, Participants may observe any Session provided that no team participating in the Elimination Rounds may observe another Session.
  - c. In the Preliminary Rounds, Team Members and Coaches are only permitted to observe the Sessions of their Team. They are not permitted to observe other Teams.
  - d. Expert Assessors may observe any Session of any round.
94. Observers must not disrupt a Session, including, for example, by whispering or moving around. The Session Supervisor may ask observers to leave the room if they do not comply with this rule.
95. The Organizing Committee, or the Directors, may adjust these conditions to ensure a smooth operation of the CDRC Vienna.



## **Photography and Filming**

96. With their application, Participants agree to:
- a. Have their image taken or recorded by means of photo- and videography during the CDRC Vienna.
  - b. The use of any such imagery so taken or recorded at the discretion of the CDRC Vienna, including for, but not limited to, promotional purposes.
97. The taking of photos during, or the full or partial recording of, Sessions by Participants is not permitted, unless expressly allowed by the Directors.

## **The Problem and the Confidential Information**

### **The Problem**

98. The case problem of the CDRC Vienna (problem) is based on case of the Willem C. Vis International Commercial Arbitration Moot (Vis Case), current for the year in which the CDRC Vienna takes place. The CDRC uses the Vis Case with the generous permission of the organisers of the Vis Moot.
99. The CDRC Vienna may modify the Vis Case in relation to, *inter alia*, names, persons, facts, dates, applicable rules, and law, to ensure that the objectives of the CDRC Vienna are met and the Problem complies with the competition's spirit. Before modifying the Vis Case, the CDRC Vienna will seek the permission of the organisers of the Vis Moot.
100. The problem will be made available on the CDRC Hub and to the selected Teams.

### **Additional and Confidential Information**

101. The CDRC Vienna may inform the Teams of any additional information relevant to the problem and their Sessions in advance of the CDRC Vienna. This may include for each Session, whether the Teams must mediate a specific issue or question of the Problem.
102. The Problem is complemented by additional Confidential Information. They are distributed to the Requesting and the Responding Party 60 minutes prior to a Session.
103. Negotiator Teams can use the Confidential Information strategically during the Mediation.
104. Mediators do not receive the Confidential Information, nor are the Confidential Information to be shared with, or otherwise be brought to the attention of the Mediator prior to the Session.

### **Additional, extraneous, or made-up facts**

105. Teams are prohibited from introducing additional, extraneous, or made-up facts.
106. This prohibition extends to all facts used in the Vis Case (including those in Procedural Order No. 1 and No. 2) that are not mentioned in the Problem of the CDRC Vienna.

### **Expert Assessors**

107. The Organization Committee, in consultation with the Directors, will select professional and experienced mediators, mediation trainers and negotiation trainers based on (in no specific order) their relevant work, teaching and coaching experience, their availability, gender, geographical and cultural diversity, and any ratings received in prior competitions.
108. The Directors will assign the Expert Assessors to the Sessions. The assigned Expert Assessors will attend the Session to observe and score the performance of the Negotiator and Mediator Teams.
109. Expert Assessors must be and remain independent, impartial, and neutral. On selection, they must disclose any actual and apprehended conflict of interest. The obligation to disclose is ongoing and Expert Assessors must notify the Directors or the Secretaries of any actual and apprehended conflict of interest they may become aware during the CDRC Vienna.
110. The Directors will make all efforts to assign three Expert Assessors to every Session. In exceptional circumstances, a panel of two Expert Assessors will score the Session.
111. In some rounds, a fourth Expert Assessor – the ‘Observing Assessor’ - may be appointed by the Directors. Such Assessors are experts who have either not previously participated in the CDRC Vienna or wish to observe a Round as an Assessor prior to officially assessing Teams. Observing Assessors will participate in the Session as a routine Expert Assessor, however, their scores will not be taken into consideration and they may not provide feedback to the Teams.
112. The Secretariat may nominate a presiding Expert Assessor. Together with the Session Supervisor, the presiding Expert Assessor is responsible for managing the Session.

### **Scoring and Awards**

#### **Scoring Criteria**

113. Mediator and Negotiator Teams are scored by the Expert Assessors after each Session based on the respective Score Sheets for Mediator and Negotiator Teams.

114. The Score Sheets will be made available online prior to the CDRC Vienna.

### **Scoring, Recommendations, and Feedback**

115. The Expert Assessors must provide constructive feedback to the Mediator Team and to the Negotiator Teams at the end of each Session in accordance with the applicable feedback and scoring guidelines of the CDRC Vienna.
116. The Expert Assessor can recommend Negotiator Teams and Mediator Teams for *Preliminary Rounds Achievement Awards*.
117. The Expert Assessors must not announce, during or at any time after the session, the scores, a special award recommendation (if any), or the winning Team of the Session.
118. Scoring occurs solely electronically, and Expert Assessors can access the scoring form using a laptop, tablet, or smart phone. The Expert Assessors must submit the electronic Score Sheets to the Secretariat.

### **Ranking of Teams**

#### ***Preliminary Rounds***

119. In the Preliminary Rounds, the Negotiator and Mediator Teams will be ranked in accordance with their aggregate scores awarded to them by the Expert Assessors. If the CDRC Vienna features:
- a. Quarterfinals, then the eight Negotiator Teams and the four Mediator Teams that are highest ranked at the end of the Preliminary Rounds, will advance to the Quarterfinals.
  - b. No Quarterfinals, then the four Negotiator Teams and the two Mediator Teams that are highest ranked at the end of the Preliminary Rounds, will advance to the Semifinals.
120. In case of a tie for the last place in the Elimination Rounds, the Team with the higher total scores in the last Session of the Preliminary Round will prevail. If the teams tied scores in the last Session of the Preliminary Round, the Directors determine the Team to advance based on an appropriate and fair method that will assess the deviation between the teams.

#### ***Elimination Rounds***

121. In all Elimination Rounds, Negotiator Teams will advance based on the majority of Expert Assessors designating them as the “Prevailing Team” on their Score Sheets at the end of the Session.

122. Mediator Teams will be scored throughout the CDRC Vienna. The advancing Mediator Team of each round will be selected based on the total number of points. In case of a tie, the Mediator Team with the higher points in the preceding round shall prevail.

## Prizes and Special Awards

### Prizes

123. Negotiator Teams can win the following prizes:
- 1st Prize Negotiation (Prevailing Negotiator Team in the Final).
  - 2nd Prize Negotiation (Runners up Negotiator Team in the Final).
  - 3rd Prize Negotiation (Runners up Negotiator Team of the Semifinals with the higher score).
124. Mediator Teams can win the following prizes:
- 1st Prize Mediation (Prevailing Mediator Team of the Semifinals).
  - 2nd Prize Mediation (Runners up Mediator Team of the Semifinals).
  - 3rd Prize Mediation (Mediator Team with the third-highest score in the Preliminary Rounds or in the Quarterfinals).
125. All prizes are awarded to the whole Team.

### Special Awards

126. Negotiator Teams can win the following **Preliminary Rounds Achievement Awards**:
- Best Negotiation / Mediation Strategy.
  - Best Negotiation / Mediation Advocacy.
  - Best Negotiation / Mediation Teamwork.

The Preliminary Rounds Achievement Awards for Negotiator Teams will be awarded based on the Expert Assessors' recommendations for negotiation performance in the Preliminary Rounds.

127. Mediator Teams can win the following **Preliminary Rounds Achievement Awards**:
- Most Effective Opening Address.
  - Best Mediation Management.
128. The Preliminary Rounds Achievement Awards for Mediator Teams will be awarded based on the Expert Assessors' recommendations for mediation performance in the Preliminary Rounds.
129. Only Teams who do not proceed to the Elimination Rounds are eligible to receive a Preliminary Rounds Achievement Award.
130. No Team can receive more than one Preliminary Rounds Achievement Award. If a Team was recommended for two or more Preliminary Rounds Achievement Awards, the Directors will choose which Preliminary Rounds Achievement Award the Team will receive. To reach their decision, the Directors may consult with the Expert Assessors who made the recommendations.
131. All Preliminary Rounds Achievement Awards will be awarded to the whole Team.

### **Certificates and Prizes**

132. One Certificate of Accomplishment will be issued to each Mediator and Negotiator Team winning a:
- Prize.
  - Preliminary Rounds Achievement Award.
133. Certificates of Participation will be issued to every participant.
134. The Prevailing Mediator Team of the Semifinals receives the CDRC Vienna Mediator Champions Trophy. The Trophy will be presented to the winning Mediator Team at the Final Awards Reception of the CDRC Vienna. The name of the winning team is added to the Trophy. The Trophy is held in the Prevailing Mediator Team's honour at the offices of VIAC. The Prevailing Mediator Team must hand back the Trophy to the Secretariat at the end of the CDRC Vienna.
135. The Prevailing Negotiator Team of the Final receives the CDRC Vienna Negotiator Champions Trophy. Rule 134 applies *mutatis mutandis*.
136. The Secretariat cannot issue additional certificates or replace medals.

## Scoring Information provided to the Teams

137. After the Competition, the Secretariat releases all scoring information on the CDRC Hub. The assessors are anonymized, and no scoring sheets filled in by the Expert Assessors during the competition will be made available.

## Violations of the Rules

138. Unless specified otherwise, any violation, regardless of its seriousness, substance or whether it was attempted or committed, will be penalised.
139. Violations may include attempts to give assistance, the use of prohibited devices and programmes, unruly conduct, the use of expletives, as well as unprofessional or disrespectful behavior during the CDRC Vienna.
140. Serious violations include, *but are not limited to*, the giving or receiving assistance during a mediation, the creation of additional facts, or repeated or severe violations of any of the Rules.
141. Teams may be penalized for violations and serious violations as Team or penalties are applied to individual Team Members. In case of serious violations, a Team and / or an individual Team Member may be excluded from the future editions of CDRC Vienna.
142. Coaches as well as Expert Assessors who attempt to violate, violate, or seriously violate these Rules may be excluded from the current CDRC Vienna and can be excluded from participating in the CDRC Vienna in any future role.
143. The Organizing Committee may commence the disqualification of Team Members, Mediator and / or Negotiator Teams, as well as Expert Assessors *ex officio* at any stage of the CDRC Vienna:
- a. Based on the recommendation made by Expert Assessors.
  - b. After being notified of a serious violation by the Directors or otherwise.
144. All decisions following any violation of the Rules are final and not subject to appeal.
145. In case of a disqualifications, or for any other unforeseen reasons that prevent a Team from competing, the Organizers can assign any other Dummy Team to participate in any given round. Such teams will not be scored although they would receive constructive feedback from the expert assessors.