Procedure for Moderators

* IMPORTANT: Your timekeeping efforts are instrumental in enabling us to adhere strictly to the schedule to accomplish the day’s agenda in a timely fashion.

Teams are seated (maximum five members of a team) Teams cannot substitute members, review notes or confer with their coach once the round begins. They may have clean sheets of paper and writing utensils. You will announce the beginning of the round once everyone is settled.

Moderator welcomes and introduces him/herself. Judges and teams introduce themselves.

  a) Each round will begin with a coin toss. The team that wins the coin toss may elect to present first (to be the team designated as Team A) or to have the other team present first (and thus to be the team designated as Team B).

  b) Copies of the first case and question will be distributed to the JUDGES FIRST and COMPETITORS SECOND. Neither the judges nor the team members will have advance knowledge of which case will be presented or what question will be asked. PLEASE ENSURE THAT BOTH TEAMS DO NOT SEE EITHER CASE BEFORE YOU PASS THEM OUT.

  c) Moderator announces the case and reads the question

  d) Team A has two minutes to confer amongst themselves. Either team may make notes, but Team B must remain silent.

  e) Team A has up to seven minutes to make its presentation (any member(s) of the team can talk)

  f) Team B has one minute to confer (Team A is silent)

  g) Team B has up to three minutes to comment on the presentation. Any member(s) may comment.

  h) Team A has one minute to confer (Team B is silent)

  i) Team A has three minutes to respond to Team B. Any member(s) may respond.

  j) Judges will have 30 seconds to confer if they would like, then ask questions of Team A, and Team A will respond, for up to ten minutes. Judges questions should be brief and clear, and without commentary.

  k) Judges will score team A’s presentation and response, and Team B’s commentary

  l) b through k are repeated with a new question and the roles reversed

  k) Judges tally their scores; moderator announces the results with total scores for each team (not for each judge)