

INSTRUCTIONS AND PROCEDURES FOR SUBMITTING A PROPOSAL TO HOST AN AMERICAN MOCK TRIAL ASSOCIATION REGIONAL OR OPENING ROUND CHAMPIONSHIP SERIES TOURNAMENT

Selection Procedures: The Site Selection Subcommittee of the Tournament Administration Committee shall review the proposals and select sites no later than June 21, 2010. The Committee will notify prospective hosts of the Committee's decision. The Committee shall employ the following criteria, in no particular order, in evaluating the requests:

- Overall quality of the proposal
- Cost-effectiveness for participants
- Geographical proximity to participating programs (This criterion should not discourage proposals from prospective hosts located near an existing regional or ORCS tournament.)
- Experience and reliability of organizers

Eligibility to Host: Any member institution, other institution of higher learning or non-profit organization, may submit proposals. Non-member institutions should have a contact person or organizer who holds an individual membership in the American Mock Trial Association (AMTA).

Proposal Requirements: Proposals must be submitted typewritten and include a cover letter summarizing the proposal. *Essential requirements include:*

1. Regional/ORCS/Both: Indicate whether your proposal is to host a regional, ORCS, or both.

2. Facilities: The proposal should include the proposed site and should list any costs associated with the site. If using a courthouse, the proposal should review any special requirements imposed by the courthouse for security and insurance. The proposal should list any costs associated with the facilities with the understanding that AMTA Tournament Hosts receive a limited budget. **Photographs of the facility should accompany the proposal.**

- Trial rooms sufficient to host a minimum of 24 teams (12 rooms appropriate for trials, with tables and chairs. Student desks are not acceptable).
- A room that can safely seat all participants and is appropriate for an opening assembly and awards ceremony.
- A meeting room for judges, equipped with a PowerPoint projector and screen, with appropriate space for refreshments.
- A meeting room appropriate for captains' meetings (it is acceptable to use the same room as is used for the opening assembly, awards ceremony or a trial room)
- Wheelchair access

3. Judges: The proposal should address the need to recruit at least three individuals per trial per round to serve as judges. These individuals should be actual judges, attorneys, or advanced law students. The proposal should contain the following information.

- A recruitment plan for judges, including a timeline
- Information regarding the judging pool (size, resources, contacts made by the organizers, access to Bar Association electronic mailing lists, etc)
- Information on past recruitment efforts (judge turnout at invitational tournaments or past regionals)
- Amenities provided for judges and approximate costs
- Three-judge panels are important in all cases, but especially so for hosts who are proposing to host ORCS events.

4. Proposed Dates: The proposal should indicate the probable dates of the tournament and provide confirmation of the availability of facilities, if possible. If formal confirmation is not available, the proposal should indicate when such confirmation would become available. Prospective hosts that cannot confirm facilities prior to November 1 will not normally be considered.

Regional tournaments must be scheduled to occur during the month of February. The host can propose a Friday-Saturday, Friday-Saturday-Sunday, or Saturday-Sunday format. In February 2011, the weekends are February 4-6; February 11-13; February 18-20; February 25-27.

ORCS tournaments must be scheduled during the month of March. We strongly discourage staging your event on the first weekend in March. The preferred weekends are March 11-13, March 18-20; March 25-27.

5. Organizers: The organizers should have experience in organizing a tournament or conference and should list such experience in the proposal. Proposals from tournament organizers that are experienced and who are willing to accept hosting responsibility for at least three years will receive preference.

6. Lodging and food: List the local lodging and restaurant accommodations to meet the needs of your estimated number of participants.

Those applying for ORCS events are expected to host a banquet with the awards ceremony. Applicants should show how they will meet that requirement. What kind of food will be served? Where will the awards event be staged?

7. Transportation: List the transportation (airport, trains, buses, trolleys, taxis, etc.) that is available in the area. Include distance and available transportation from the nearest international airport.

8. Institutional Support: A letter from a faculty member or administrator of the affiliated institution or organization should accompany the proposal, confirming institutional support for the tournament. The letter should be written on official letterhead and signed.

9. Budget: AMTA will provide funding to support the tournament based on the number of participating teams and actual financial need to stage the tournament consistent with AMTA's standards. Please include a budget outlining all costs associated with the event.

10. Proposed Schedule: The proposal should include a preliminary schedule of events.

AMTA Assistance: The American Mock Trial Association will provide the following:

- The on-site assistance of two AMTA Representatives during the tournament to conduct meetings, to perform tabulation, to verify results, to award bids to the opening round of the national tournament **or** the national championship final, and to insure compliance with AMTA rules and policies. AMTA will cover the expenses of the AMTA Representatives.
- Ballots, tabulation cards and trophies
- Contact Information for all participants
- A stipend based upon the number of teams participating, averaging \$2000 per site for regional sites and \$4800 for ORCS.

Deadlines and Submission Procedures: The deadline for submission of proposals for the 2010-2011 academic year is **Monday, June 7, 2010**, by MIDNIGHT EDT. The proposals should be submitted in an electronic format and in hard copy to:

Dr. Glen Halva-Neubauer
Department of Political Science
Furman University
3300 Poinsett Highway
Greenville, SC 29613
E-Mail: Glen.Halva-Neubauer@furman.edu
Fax: (864) 294-3513
Voice: (864) 360-2217

Signatures: The proposal should include the following signature lines.

| | | |
|-------------------------------|--------------|-------|
| _____ | _____ | _____ |
| Designated Primary Organizer | Printed Name | Date |
| _____ | _____ | _____ |
| Institutional Representative* | Printed Name | Date |

*Necessary only if the primary organizer is not a faculty member or administrator employed by the host institution. If the institutional host is a non-profit organization, the Executive Director (or its equivalent) or member of the Board of Directors must sign.