

ARBITRATION PROCEEDINGS

(Sample Agenda)

Case Reference:

Parties:

Seat:

Location:

Language:

Date:

Format:

Secure Link:

PART 1. PRELIMINARIES AND BRIEFING

1.1 09:00 AM—Roll Call and Connection Check

All participants log on to test audio, video, and connection stability.

1.2 09:15 AM—Arbitrator's Briefing and Session Protocols

Arbitrator confirms attendees, verifies settlement authority, and establishes breakout room assignments.

PART 2. JOINT SESSION AND CASE OPENING

2.1 09:30 AM—Procedural Guidelines and Confidentiality Briefing

Review of ground rules, confidentiality protections, and "without-prejudice" guidelines.

2.2 09:45 AM—Summary of Claim and Core Documentation

A 15-minute high-level summary of the claim and core documents.

2.3 10:00 AM—Respondent's Case Overview and Key Exhibits

A 15-minute high-level overview detailing the core defense arguments and primary exhibits.

2.4 10:15 AM—Tribunal Inquiries and Issue Narrowing

Interactive discussion led by the Arbitrator to address outstanding queries and narrow the scope.

PART 3. MID-MORNING BREAK

3.1 10:30 AM—Procedural Recess

Participants deactivate cameras and microphones for a brief recess.

PART 4. PRIVATE CAUCUSES AND NEGOTIATIONS

4.1 10:45 AM—Caucus Session A (Claimant)

The Arbitrator convenes privately with the Claimant party, while the Respondent party deliberates independently in their designated breakout room.

4.2 11:30 AM—Caucus Session B (Respondent)

The Arbitrator convenes privately with the Respondent party, while the Claimant party deliberates independently in their designated breakout room.

4.3 12:15 PM—Concurrent Caucusing and Proposal Exchange

The Arbitrator conducts alternating private sessions to facilitate the high-efficiency transmission of final proposals and counter-offers.

PART 5. CONCLUDING PROCEDURES

5.1 12:30 PM—Closing Plenary Session

- a) **Scenario A (Settlement Reached)**—Review and sign the formal Minutes of Settlement.
- b) **Scenario B (No Settlement)**—Arbitrator outlines the timeline and steps for the formal arbitration hearing.

5.2 01:00 PM—Adjournment.

Updated: August 10, 2026