

Subject: IADC Trial Academy- Important Information for Students

MEMO

Date: June 7, 2019

To: 2019 Trial Academy Students

From: Donna Villa, IADC Meetings Coordinator

Amy O'Maley McGuire, IADC Assistant Director of Legal Programming

CC: Trial Academy Faculty

Re: IADC Trial Academy Details

Congratulations on your acceptance in the 2019 IADC Trial Academy. The Academy will commence the morning of Saturday, July 27 and will conclude the afternoon of Friday, August 2. The Academy will be held at Stanford Law School, Palo Alto, California. You will find some general information below that will assist you in making your travel arrangements and planning for the Trial Academy.

PROGRAM MATERIALS

Your hypothetical case materials and demonstration assignments can be found at this link: <https://www.iadclaw.org/education-events/2019-trial-academy-materials/> **It is imperative that you study these materials in advance of the Academy. You should come to the Academy prepared to perform your assigned demonstrations. Please note that your specific student number is important to your demonstration assignments. (See "Trial Academy Faculty and Student Groups" document for student # and "Student Assignments 2019" document on web page referenced above.)**

ARRIVAL

Students should arrive the afternoon or evening of Friday, July 26 or the morning of Saturday, July 27. The Academy program begins at 8:30 a.m. on Saturday, July 27, with breakfast being served from 6:30 a.m. until 8:00 a.m. that morning. The program concludes on Friday, August 2 by 12:00 noon. If you are arriving after 10:00 p.m. on Friday or before 8:00 a.m. on Saturday, please notify Donna Villa at dvilla@iadclaw.org as soon as possible for important after hours information. (See also below under "Housing")

TRANSPORTATION TO STANFORD

Because the Trial Academy takes place on campus, some registrants find it unnecessary to rent cars; however, car rental is available at the airport and on campus. Enterprise Rent-A-Car has a branch at Stanford. You can contact them directly by phone at (650) 833-8060 or on-line at www.enterprise.com. Stanford has one of the largest university Zipcar programs in the nation with twenty-six Zipcar locations at Stanford. Most Zipcars at Stanford are fuel-efficient hybrid vehicles. Rates start at \$7.50 per hour and include gas and insurance. Learn more at <https://transportation.stanford.edu/zipcar-stanford>.

If you have a car, you will be required to buy a parking pass. These passes can be purchased when you arrive at the Munger Conference Front Desk and cost \$34.00 for the week. Parking will be available in an underground garage adjacent ("Wilbur Field Garage," *560 Wilbur Way, Stanford*) to the residence center where you will be staying. (See map on web page). It is very important to park only in the spaces designated for the type of parking pass you purchase or you will be ticketed, so please review that information when you purchase your pass. Passes are valid in the following permit areas as labeled on the pass: EA, ES, SO, SJ, and WE. You cannot park in areas designated for other letter combinations or in visitor pay parking spots or you will be ticketed a minimum of \$50 per day by the Santa Clara County Sherriff. Please also note that the parking passes should be marked to reflect the last day of your stay.

If you plan to fly into San Francisco, the University recommends using the Super Shuttle, a shared van that operates 24 hours a day: www.supershuttle.com or 800.258.3826, for transfers to and from the airport. The Super Shuttle charges approximately \$30.00 one-way for a shared ride and \$59.00 for a non-stop ride. Reservations are required and pre-paid for trips to and from the airport. Super Shuttle is also available from San Jose Airport. When booking with Super Shuttle online, the Stanford Landmark for drop-off is Munger Graduate Residence-Building 4.

If traveling by taxi, Uber, or Lyft, please tell your driver that your destination is the Munger Graduate Housing on the Stanford University Campus located near the intersection of Campus Drive and Mayfield. An exact address to use when directing your driver is 554 Salvatierra Walk.

For further information on public transportation options and driving directions to campus, please visit: https://visit.stanford.edu/plan/public_transit.html

WEATHER

The weather in Palo Alto is forecasted for temperatures in the 80s during the day and mid 50s during the night. Please pack your attire accordingly. The Munger Graduate Residence and the Stanford School of Law are air conditioned facilities.

ATTIRE

The dress code varies during the day. Generally before lunch during the faculty demonstrations, business casual clothing is appropriate. However, after lunch during the student demonstrations, you should plan to wear courtroom attire. Business Casual is appropriate for the social functions in the evening.

ABOUT THE PROGRAM

The Trial Academy covers each segment of a trial, and you will perform the role of counsel in each aspect of a trial. The Academy emphasizes the “learning by doing” approach. The schedule is devised so that you will watch faculty demonstrations most mornings, and you will present an opening statement, direct and cross examination of lay witnesses, direct and cross examination of medical and economic expert witnesses, and closing arguments during the afternoon sessions. Please review the hypothetical problems used in the exercises and your assignments. You should be familiar with all of the hypothetical cases and be prepared to work in various roles within each of them when you arrive at Stanford. During the exercises, you may want to use demonstrative aids. Each classroom is equipped with a computer and projection capabilities. If you use PowerPoint, you may hook up your own laptop to the projector or use a flash drive to transfer your presentation to the classroom’s computer. Each room will also have an easel, flip chart, whiteboard, and remote slide advancer/laser pointer. Please bring any adapters you might need if you are hooking up a Notebook or Mac laptop for projection. Please note that the classrooms do not have an ELMO for document projection. **It is entirely your responsibility to prepare in advance any demonstrative aids you would like to use. None will be prepared for you.**

GENERAL SCHEDULE

Students should plan to arrive on the afternoon or evening of Friday, July 26; an optional walking tour of the Stanford University Campus is offered for Trial Academy students from 6-7:30 p.m. Please meet outside of the Munger Conference Front Desk to participate. The formal program will begin at 8:30 a.m. on Saturday, July 27. A buffet style breakfast will be offered in Munger beginning at 6:30 a.m. prior to the opening session. The program will conclude by 12:00 noon on Friday, August 2. Lunch will be offered from 11:00 a.m.-12:30 p.m. on Friday, August 2. Students must be checked out of the Munger Graduate Residence by 12:00 noon on Friday, August 2 unless they are staying until Saturday and have made prior arrangements with the IADC and the Munger Conference Front Desk to do so. Please notify Donna Villa if you are planning on staying extra days as soon as possible dvilla@iadclaw.org.

HOUSING

Participants will be staying in the Munger Graduate Residence on the Stanford campus located at 554 Salvatierra Walk (Jacobson-Sorensen Hall), Stanford, CA 94305 (SEE map on Web page). All students will be able to check-in to rooms between 3:00 p.m. – 10:00 p.m. Friday, July 26 or Saturday, July 27 from 8:00 a.m.- 8:00 p.m. at the Munger Conference Front Desk. Should you arrive after or before these hours, the after-hours phone number is 650-723-3225. A member of the Stanford after-hours team will meet you at the building to check you in, or in the case of a lock-out, to let you into your room. This may take up to 45 minutes, so you will want to call when you are on your way to Munger from the Airport. If you know that you will be arriving after-hours, please let Donna Villa at dvilla@iadclaw.org know so that we can assist you by giving Stanford a heads up. You will still need to call the after-hours phone number yourself on arrival as noted above.

The Munger Graduate Residence apartments are a newer facility: (<https://rde.stanford.edu/studenthousing/munger-graduate-residence-0>). The Law School is a very

short walking distance from your room, however, bringing comfortable shoes for walking the campus is recommended. Your accommodations will be either a studio apartment or a shared apartment with a private bedroom and bathroom. You will have a telephone available in your living area. Linen service will be provided. Housekeeping will empty the trash daily, vacuum, change the bath linens left on the floor, and give the rooms a light cleaning. There are toiletries and a hairdryer provided as well as an iron and ironing board in the rooms. Self-Laundry facilities are available in your building. The IADC will not make arrangements for dry cleaning and it is not available on campus. Televisions are not in the rooms. For more information on the Munger Residences please visit: <https://law.stanford.edu/community/student-life/housing/munger-graduate-residence/>

Please check-out with the Munger Front Desk before departing campus and by noon. All apartment keys must be turned in at the time of check-out. A \$240.00 charge will be posted to IADC's final bill if keys are unreturned. This fee will then be invoiced to you. Please make sure to return your keys to the Munger Front Desk prior to your departure. If there is no one at the front desk when departing, please put your key in the key-box located on the right side of the door, outside of Munger 4.

MEALS

Breakfast and lunch will be served each day at Paul Brest Hall (Munger Building #4-Dining Hall) as part of the meal plan.

Special events, also included in the meal plan, are scheduled for July 27 (reception/barbecue), July 28 (reception and individual Faculty Group dinner outings), and August 1 (closing reception/dinner). On the evenings that a dinner event is not scheduled, you will be responsible for making your own arrangements and paying for dinner. You can always eat dinner at Arrillaga Family Dining Commons, located just a short distance from the Munger Residences. It is located at the corner of Escondido Road and Arguello Way. Dinner hours are 5:00 pm –8:00 pm and dinner is reasonably priced. The Arrillaga Family Dining Commons is cashless but does accept credit cards and debit cards. You must arrive by 8:00 p.m. to enjoy the buffet, but you do not need to leave by 8:00 p.m. Dinners are served buffet-style (all-you-care-to-eat). The Axe and Palm which serves up comfort food alongside Stanford sports memorabilia is located at 520 Lasuen Mall at the Old Union and is open until 7:00 p.m. Please note that dinners are not included in your meal plan except those event functions already noted. Please see the document on the web page for a listing of other Stanford dining outlets and restaurants in Palo Alto. Marguerite, Stanford's free shuttle, is open to the public and runs throughout campus Monday through Friday except university holidays. The shuttle connects with Caltrain at the Palo Alto and California Ave. stations. From this Palo Alto Caltrain station you can easily walk to the downtown area of Palo Alto where there are numerous dining establishments. Please visit <https://transportation.stanford.edu/marguerite/> for further details.

INTERNET ACCESS/PHOTO-COPYING/FED EX

Wifi will be free and available throughout the conference. Please see the document on the web page for more information. You will also be given a flyer with instructions on how to access the internet when you check-in at the Munger Conference Front Desk.

A FedEx Office Business Center is located on campus at the nearby Tresidder Union for shipping needs, copying and fax machine access. It is open from 8:00 a.m. until 7:00 p.m., Monday through Friday (closed on the weekend). The phone number is: (650) 723-3132 and Email is usa1332@fedex.com. A copy center is also located in the basement of the Law School and is open from 8 AM to 5 PM Monday through Friday (closed on weekends). **Because you will have limited access to photo-copiers on campus, particularly during the weekend, we suggest that you do all of your heavy printing and copying before arriving at Stanford.** There will also be a student office with two computers set-up and connected to printers throughout the conference for those with light printing needs. There will be an IT technician available at Munger to assist you with personal laptop connection issues and etc. on Friday, July 26 from 4:00-9:00 p.m., Saturday, July 27 from 6:30-8:30 a.m. and 7:00-10:00 p.m., and during the lunch hours Sunday through Thursday. The technician and printers will be located in Munger – Building # 4, Room 117 (on the ground floor). The door to this student office will be open 24 hours a day.

SHIPPING

FedEx Delivery Information:

In order to receive packages on campus, please follow the instructions below. Ship through FedEx and please address as follows:

Participant Name
459 Lagunita Drive
C/O FedEx Office – IADC Trial Academy
Stanford, CA 94305

Please be sure to put your telephone number and email address on all packages being shipped and ask friends and family to do the same. You will need to pick up the package at nearby Tresidder Union when it arrives at the FedEx Office Business Center there. When you pick up your package you must show a photo ID. Please have your carrier tracking number readily available for the package center. Packages will be held for 5 days at the FedEx Office.

Package delivery personnel will not be given access to the Munger Graduate Residence, which is secured 24 hours a day. Any packages mistakenly addressed to the student at the residence will be returned to sender. Do not send a package to your room at Munger.

SPOUSES/ GUESTS

If your spouse/guest plans to join you at the Academy, and you have not yet registered him/her, please do so as soon as possible. The spouse/guest registration fee is \$250 (fee includes spouse's/guest attendance at the Get-Acquainted Dinner on Saturday evening, the Sunday evening cocktail reception, the Closing Reception/Dinner on Thursday evening and attendance at morning faculty demonstrations). The Student Housing and Meal Package (\$1,950) covers students only. If your spouse plans to dine with you on-campus, please contact Donna Villa at dvilla@iadclaw.org immediately to register for a Spouse Meal Package. The Spouse Meal Package (\$550) covers spouse breakfast and lunch (Saturday through Friday). If your spouse would like to attend the evening social functions, he or she must also pay the Spouse/Guest registration fee (\$250). Please note that spouses/guests are not permitted to stay in the Munger Graduate Residence unless they pay the same nightly room rate as the student (\$173.80 per

night). Children under 18 are not permitted in the Munger Graduate Residence at any time. If you will have a guest staying with you overnight, please contact Donna so that she can obtain the requisite pre-approvals from Stanford to authorize your guest. In addition to the nightly housing rate, you will be charged fines for unregistered, unauthorized guests found to be in the Residence by Stanford.

FITNESS CENTER

Participants may take their Conference ID card, which will be issued to them at check-in, to the Arrillaga Center for Sports and Recreation to purchase an athletic pass. Arrillaga Center for Sports and Recreation is located at 341 Galvez Street and is open on Monday –Thursday between 5:30 am and 12:00 am; Friday between 6:00 a.m. and 11:00 p.m.; Saturday between 9:00 a.m. and 8:00 p.m. and Sunday between 9:00 a.m. and 12:00 a.m. Participants may also take their Conference ID card to the Arrillaga Outdoor Education and Recreation Center located on 285 Santa Teresa Street between Monday and Thursday from 5:30 a.m. – 11:00 p.m., on Friday between 5:30 a.m and 11:00 p.m.; on Saturday and Sunday between 8:00 a.m. and 10:00 p.m. Please see the following link to check on specific hours for the pool and fitness rooms, <https://rec.stanford.edu/facility-access/community/>. The cost of the athletic pass is \$10 per day. This includes access to the pools. Payment can be made by credit card or personal check.

More information on Stanford's summer resources is included in a document on the web page. If you have any questions, or if we can be of further assistance, please contact me at 312.252.3805 or dvilla@iadclaw.org or Amy O'Maley McGuire, IADC Assistant Director of CLE Programming, at aomaley@iadclaw.org or 312.252.3802.

We look forward to seeing you at Stanford!

Donna Villa