



2023 Participant Handbook

For those admitted to the 2023 Deryl Dantzler Trial Practice Institute (“DDTPI”), this document is intended to answer questions about what to expect. Please read through the entire document. If you still have questions after doing so, please reach out to us and we will be happy to try to get you the information that you need.

COVID Protocols: We are very excited that we are able to continue to hold the Deryl Dantzler Trial Practice Institute in person. In order to do so safely, **we are asking all participants and faculty to take an at home COVID -19 test 3 days prior to traveling to the Institute to help mitigate any risks of an outbreak.**

Once the program begins, if anyone is feeling ill or symptomatic at all, please find an NCDC staff member and we will get you a covid test. Anyone who tests positive for COVID-19 will be quarantined and unfortunately will not be allowed to attend the program in person but can participate virtually until their quarantine period is over and then they may rejoin in person. If COVID conditions change prior to the beginning of the DDTPI, NCDC reserves the right to adjust protocols to comply with CDC guidelines.

Traveling to TPI: Program Check-In begins at noon on the first day of each session (Sunday, June 18 or July 16, 2023) at the Hilton Fairfax at 12777 Fair Lakes Cir, Fairfax, VA 22033. The Institute will begin its welcome session at 3:30pm on Sunday and there will be several important activities on that first evening and all participants should plan to arrive in time to attend. Participants should arrive by noon if possible, but no later than 3:00pm on arrival day. Depending on your travel point of origin, you may want to consider arriving on Saturday in order to not miss the program on Sunday afternoon. Since the hotel can easily accommodate extra nights at our group rate, please just make them aware when you book your stay.

Airport Arrivals: The closest airport is Dulles International Airport, which is only about 15 minutes by car from the Hilton Fairfax. Ride shares and taxis are plentiful in the area and there is also an option to take public transit from the airport.

Public transportation is available by using the Airport Metro Station at Dulles and taking the Silver metro line to the Reston Town Center stop. From the Metro stop, you will walk to the bus departures and take the 605 towards "Fair Oaks Mall". Upon arriving at the Fair Oaks Mall stop, you will transfer to the 615 bus and take that to the Fair Lakes Shopping Circle and the hotel is 0.3 mile walk from the bus stop. The estimated time for this trip is 1.5 hours.

Rental Cars: Many people choose to rent a car while attending the Institute, though others may not find it necessary to do so. The location in Fairfax is in close proximity (within 3 miles) to many eateries and stores. If you decide to rent a car, you can get a 20% discount through Hertz using our discount code. To receive the discount just enter **CDP 2188961** under the add a discount code when making the reservation at Hertz.com.

Departure: There is a final dinner celebration on the last Friday of each session directly after the conclusion of the program. Participants should plan to check out of the Hilton and depart on the final Saturday morning (Saturday, July 1st or July 29, 2023). As there are no scheduled activities on the final Saturday, departing participants can leave as early as they would like to travel home.

Accommodations Requirement: Participants are required to stay at the Hilton Fairfax during the weekdays of the program. This requirement is part of ensuring everyone has the experience of collaboration and bonding that the Deryl Dantzler Trial Practice Institute is known for. If you have any questions or concerns about this policy please contact us.

Accommodations Costs: The nightly rate at the Hilton Fairfax is \$129 single/ \$139 double plus taxes. Reservations must be made directly with the hotel (unless you have a scholarship and an arrangement with NCDC for your hotel reservations). Parking is free of charge and plentiful. Please contact Frances Boyes (frances@ncdc.net) if you need help with the hotel reservations.

Meals: Many of your meals are included in your tuition and hotel costs. Breakfast is provided every day at the hotel (including weekends). Lunch is provided during the week (Monday-Friday) at the hotel. Dinner will also be provided on the first Sunday and last Friday of the program. Participants will be on their own for dinner on all other days and also for lunch during the intervening weekend days. We will be staying in an area that has plenty of dining options, drugstores, and grocery stores within a short walking distance. We will always have vegan options available at each meal but if you have any dietary needs that you have not added to your registration, then please let us know as soon as possible.

Program Location: All program sessions are held at the Hilton Fairfax, Virginia.

Program Materials: You will receive a link to the program materials, including the four cases that will be used for all of the small group exercises during the program. The link will arrive one month in advance of the beginning of your session. *You should carefully read ALL four (4) of these cases and bring hard copies of the cases with you.* Your familiarity with these cases is essential to your experience at NCDC's DDTPI. **PRINT OUT AND BRING YOUR CASE MATERIALS WITH YOU TO FAIRFAX** as we cannot provide printed copies of the materials to everyone. *These cases are copyrighted and may not be used by*

*you for any purpose other than your participation in the NCDC Trial Practice Institute. **You do not need to print the articles- just the case materials.***

Program Expectations: On most days, you will be in plenary or small group sessions from 9:00am to 5:30pm or so. You are expected to attend every session. You will often have homework as well. Program demands can be substantial. Please give it your best effort, but also relax a little and enjoy the experience. You can see the sample schedule at the end of this handbook.

Program Attendance Policy: You are expected to attend and give your full attention to program lectures, demonstrations and small group exercises. You are required and expected to be on time for every session. This is an all-in, intensive program. Your participation is key to your experience and it is also key to the experiences of the other participants in your small group. You will be learning together by doing and helping each other to get better. If for any reason you cannot attend the entire two-week session, you need to withdraw and let someone else take your spot. Absences are only excused for illnesses or dire emergencies, not vacations or trips. If you do become ill, please notify us immediately, so that we can try to help.

Electronics Use Policy (Mobile devices, phones, and Laptops): We do not permit use of electronic devices during program sessions. Most lawyers only get to attend the Trial Practice Institute once during their careers. It is our goal for you to get everything you can out of this experience. Modern electronics and news feeds distract from the experience. With this in mind, we ask all participants to turn off the devices and plug in to this experience. If there is a need to make a disability-based accommodation, we will of course make that accommodation. Let us know if there are other types of extenuating circumstances and we will work with you in appropriate cases. That being said, participants are allowed and encouraged to incorporate PowerPoint or other presentation software for their opening and closing arguments, if desired. If you intend to use technology for your opening and closing arguments, please reserve it with the A/V tech, Josh Brenner.

Wifi and Printing: There is free WIFI available at the Hilton Fairfax. There will be self service printers available for your use in the hotel.

Recording: Participants are encouraged to record their trial skills performances using cell phones. Faculty lectures and demonstrations may not be recorded by participants. We repeat, participants are not allowed to record plenary sessions and doing so may result in expulsion from the program.

Attire: Participants wear casual clothing during the program (i.e. jeans, shorts, etc.) Fairfax can get fairly warm in the summer. Also, it will probably be cold inside the sessions, so you may want a sweatshirt or jacket. Some participants like to wear court attire for their closing arguments. Also, there will be a final dinner celebration and people sometimes dress up a bit for this, but dressing up is not required.

Laundry Facilities: There will be washers and dryers available for our use at the hotel.

Alcohol: Meeting like-minded lawyers from all over the country is always a highlight of DDTP. Merry-making can be a part of that atmosphere. However, let us take this opportunity to caution that if you choose to consume alcohol during your time at DDTP, please do so responsibly and not to excess. And to state the obvious, if you drink at all, DO NOT DRIVE. [Period.]

Anti-Discrimination and Harassment Policy: The National Criminal Defense College has adopted an Anti-Discrimination and Harassment Policy. [The policy is available on our website.](#) It is our desire that every participant enjoy and participate in creating a supportive environment and we are committed to ensuring compliance with the policy. If you experience or witness incidents that violate the policy, or appear to, please report this to the Deans (Tasha and/or Karen) so that they can begin an investigation into the incident. All reports of possible violations are kept confidential.

CLE Credit: NCDC reports CLE credit to state bar organizations. Bellamy Johnston will ensure that this reporting takes place and you may speak with her about any questions or concerns that you have about the process.

The Weekend: There is a weekend at the midpoint of both sessions. We do not have any sessions during the weekend. This is a time for much needed rest, laundry, sleep, and preparation for the second week of the session. There are a wealth of local sites and tourist attractions nearby that are fairly easy to get to. Plan to enjoy the weekend. And please be safe about it. There is an optional faculty participant mixer on Sunday evening for any participants who are at the hotel and wish to meet the second week faculty in advance of Monday.

Surveys: When you applied to DDTPI, you agreed to complete all evaluation surveys throughout the Institute. You can find the surveys in the app or on the event website each day. Look for the “thumbs up” icon to find your surveys.

Cancellations, Substitutions, and Refunds: Substitutions cannot be made without the express approval of the National Criminal Defense College. As soon as a registrant is aware that they must cancel their Trial Practice Institute registration, they are asked to please contact Frances Boyes (frances@ncdc.net). Once notified, NCDC staff will immediately work to find a replacement from the waitlist. Once a replacement is secured, then a refund will be issued. This policy is in place to ensure that we can help those who are on the waitlist to get accepted as soon as possible. Refunds are not guaranteed after May 15th but we will do our best to make accommodations for anyone needing to cancel after this date.

Questions: If you have any questions, please contact Frances Boyes at frances@ncdc.net

We look forward to welcoming you to the 2023 NCDC Trial Practice Institute and to the NCDC Family this summer!



Deryl Dantzler Trial Practice Institute

Sample Schedule

Day	Start	End	Event	Room/Location
Day 1 (Sunday)	12:00 PM	5:00 PM	Program/Room Check-In	Baypoint Dormitory
Day 1 (Sunday)	3:30 PM	4:00 PM	Introduction to the Trial Practice Institute and Week One Faculty	283
Day 1 (Sunday)	4:00 PM	5:45 PM	Lecture: Building Client-Centered Relationships	283
Day 1 (Sunday)	6:00 PM	7:00 PM	Welcome Dinner with Group	The Commons
Day 1 (Sunday)	7:00 PM	8:30 PM	Small Group Ice Breaker	Small Group Rooms
Day 2 (Monday)	9:00 AM	12:15 PM	Small Group Work: Client-Centered Interviews	Small Group Rooms
Day 2 (Monday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 2 (Monday)	1:15 PM	2:15 PM	Lecture: Case Theory and Themes	283
Day 2 (Monday)	2:15 PM	4:30 PM	Small Group Work: Case Theory and Themes	Small Group Rooms
Day 2 (Monday)	4:30 PM	5:30 PM	Guest Speaker	283
Day 2 (Monday)	5:30 PM	5:45 PM	Prep & Orientation	283
Day 2 (Monday)	5:00 PM	6:00 PM	Faculty Meeting	Baypoint Dormitory
Day 3 (Tuesday)	9:00 AM	11:15 PM	Small Group Exercise: Case Theory and Themes	Small Group Rooms
Day 3 (Tuesday)	11:15 AM	12:15 PM	Lecture: Voir Dire	283
Day 3 (Tuesday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 3 (Tuesday)	1:15 PM	1:45 PM	GROUP PHOTOGRAPH	TBA
Day 3 (Tuesday)	1:45 PM	2:30 PM	Demo: Voir Dire	283
Day 3 (Tuesday)	2:30 PM	2:45 PM	Afternoon Break	
Day 3 (Tuesday)	2:45 PM	3:45 PM	Lecture: Opening Statement	283
Day 3 (Tuesday)	3:45 PM	5:00 PM	Small Group Work/Prep on Voir Dire and Opening	Small Group Rooms



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Day	Start	End	Event	Room/Location
Day 3 (Tuesday)	5:45 PM	6:45 PM	Faculty Meeting	Baypoint Dormitory
Day 4 (Wednesday)	8:30 AM	8:45 AM	JUROR CHECK-IN	Bayview
Day 4 (Wednesday)	9:00 AM	12:15 PM	Small Group Exercises with Jurors: Voir Dire	Small Group Rooms
Day 4 (Wednesday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 4 (Wednesday)	12:30 PM	1:15	Faculty Meeting (Grab lunch and bring to 283)	283
Day 4 (Wednesday)	1:15 PM	5:00 PM	Small Group Exercises: Opening Statements	Small Group Rooms
Day 5 (Thursday)	9:00 AM	9:45 AM	Opening Statement Demos	283
Day 5 (Thursday)	9:45 AM	10:45 AM	Lecture: Cross-Examination	283
Day 5 (Thursday)	10:45 AM	11:00 AM	Morning Break	283
Day 5 (Thursday)	11:00 AM	12:15 PM	Race Matters, Part I	283
Day 5 (Thursday)	12:15 PM	1:15 PM	LUNCH (Provided)	283
Day 5 (Thursday)	12:30 PM	1:15 PM	Faculty Meeting (Grab lunch and bring to 283)	283
Day 5 (Thursday)	1:15 PM	3:45 PM	Race Matters, Part II	283
Day 5 (Thursday)	3:45 PM	4:00 PM	Afternoon Break	283
Day 5 (Thursday)	4:00 PM	5:00 PM	Panel Discussion	283
Day 6 (Friday)	5:00 pm	5:30 PM	Small Group Prep for Cross-Examination	Small Group Rooms
Day 6 (Friday)	7:00 PM	9:00 PM	Faculty Dinner	TBA
Day 6 (Friday)	9:00 AM	12:15 PM	Small Group Exercises with Actors: Cross-Examination	Small Group Rooms
Day 6 (Friday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 6 (Friday)	13:15	3:00 PM	Small Group Exercises: Cross-Examination	Small Group Rooms
Day 6 (Friday)	3:00 PM	3:15 PM	Afternoon Break	



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Day	Start	End	Event	Room/Location
Day 6 (Friday)	3:15 PM	4:15 PM	Lecture: Evidence	283
Day 6 (Friday)	4:15 PM	5:15 PM	Demonstrations: Cross-Examination	283
Day 6 (Friday)	5:15 PM	5:45 PM	Farewell to Week One Faculty	283
Day 7 (Saturday)			NO SCHEDULED EVENTS FOR PARTICIPANTS	
Day 7 (Sunday)			NO REQUIRED EVENTS FOR PARTICIPANTS	
Day 8 (Sunday)	4:00 PM	5:00 PM	Week Two Faculty Meeting	283
Day 8 (Sunday)	7:00 PM	8:30 PM	Week Two Faculty/Participant Mixer	Baypoint Dormitory
Day 9 (Monday)	9:00 AM	9:30 AM	Week Two Kickoff	283
Day 9 (Monday)	9:30 AM	12:15 PM	Small Group Exercises: Evidence Problems	Small Group Rooms
Day 9 (Monday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 9 (Monday)	1:15 PM	2:30 PM	Lecture: Impeachment	283
Day 9 (Monday)	2:30 PM	3:45 PM	Small Group Exercises: Evidence Problems	Small Group Rooms
Day 9 (Monday)	3:45 PM	4:45 PM	Guest Speaker	283
Day 9 (Monday)	4:45 PM	5:00 PM	Prep & Orientation	283
Day 9 (Monday)	6:00 PM	7:00 PM	Faculty Meeting	Baypoint Dormitory
Day 10 (Tuesday)	9:00 AM	12:15 PM	Small Group Exercises with Actors: Impeachment	Small Group Rooms
Day 10 (Tuesday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 10 (Tuesday)	1:15 PM	3:00 PM	Small Group Exercises with Actors: Impeachment	Small Group Rooms
Day 10 (Tuesday)	3:00 PM	3:15 PM	Afternoon Break	
Day 10 (Tuesday)	3:15 PM	4:15 PM	Demonstrations: Impeachment	283
Day 10 (Tuesday)	16:15	4:30 PM	Prep & Orientation	283
Day 10 (Tuesday)	4:30 PM	5:00 PM	Brainstorming Cross-Examination	Small Group Rooms



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Day	Start	End	Event	Room/Location
Day 11 (Wednesday)	9:00 AM	10:00 AM	Lecture: Effective Use of Visuals	283
Day 11 (Wednesday)	10:00 AM	12:15 PM	Small Group Exercises with Actors: Cross-Examination	Small Group Rooms
Day 11 (Wednesday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 11 (Wednesday)	1:15 PM	2:15 PM	Lecture: Direct Examination	283
Day 11 (Wednesday)	2:15 PM	4:00 PM	Small Group Exercises with Actors: Cross-Examination	Small Group Rooms
Day 11 (Wednesday)	4:00 PM	4:15 PM	Afternoon Break	
Day 11 (Wednesday)	4:15 PM	5:15 PM	Small Group Work: Brainstorming Direct	Small Group Rooms
Day 11 (Wednesday)	5:45 PM	6:45 PM	Faculty Meeting	Baypoint Dormitory
Day 12 (Thursday)	9:00 AM	12:15 AM	Small Group Exercises: Direct Examination	Small Group Rooms
Day 12 (Thursday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 12 (Thursday)	1:15 PM	14:15	Lecture: Closing Argument	283
Day 12 (Thursday)	2:15 PM	3:15 PM	Small Group Exercises: Direct Examination	Small Group Rooms
Day 12 (Thursday)	3:15 PM	4:00 PM	Demonstrations: Direct Examination	283
Day 12 (Thursday)	4:00 PM	4:15 PM	Prep & Orientation	283
Day 12 (Thursday)	4:15 PM	5:15 PM	Small Group Work: Brainstorming Closing	Small Group Rooms
Day 12 (Thursday)	5:30 PM	6:30 PM	Faculty Meeting	Baypoint Dormitory
Day 12 (Thursday)	7:00 PM	9:00 PM	Faculty Dinner	The Space
Day 13 (Friday)	9:00 AM	12:15 PM	Small Group Exercises: Closing Argument	Small Group Rooms
Day 13 (Friday)	12:15 PM	1:15 PM	LUNCH (Provided)	The Commons
Day 13 (Friday)	1:15 PM	3:15 PM	Small Group Exercises: Closing Argument	Small Group Rooms



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Day	Start	End	Event	Room/Location
Day 13 (Friday)	3:15 PM	3:30 PM	Afternoon Break	
Day 13 (Friday)	3:30 PM	4:30 PM	Closing Argument Faculty Demonstrations	283
Day 13 (Friday)	4:30 PM	5:00 PM	Closing Remarks	283
Day 13 (Friday)	7:00 PM	11:00 PM	Final Celebration	Celebration Tent
Day 14 (Saturday)			Check Out and Travel Well	