

CONTEST CHAIR BRIEFING – (Online) International Speech
(CONTESTANTS, CONTEST MASTER AND SERGEANT AT ARMS)

International Speech Contest

In advance: Please have a method to assign the speaking order such as Alphabet letter or colored paper or items with numbers written on one side for the contestants to choose from.

BRIEFING FOR CONTESTANTS, CONTEST MASTER AND SERGEANT AT ARMS

Announce:

“My name is: _____ and I am the Contest Chair for the International Speech Contest. It is (state the time) and I am bringing this briefing to order.”

“Thank you for participating in this contest and for attending the briefing. The briefing has several purposes, including determining the speaking order, completing required forms needed for the contest, and reviewing the rules and procedures for the contest.”

Contestants’ Briefing:

Speaking Order: “The first order of business is to draw for the contest speaking order.

Determine how you want to draw for order; name by alphabetical order or in the order they arrive at the Briefing. Use slips of paper with letters or colors on one side and numbers on the other. Let each contestant select a letter or color, turn it over, and show them the number. Consider using <https://www.random.org/lists/>.

- Repeat the process for all contestants, giving the exact same instructions.
- **Enter** the speaking order on the Contest PowerPoint slides or send it to the Contest Master and Zoom Technical Coordinator. The Contest Master can read the names from the Zoom Technical Coordinators PowerPoint slides.
- Be sure you have the contestants’ profile forms and eligibility forms. These forms should have been emailed to the Contest Master in advance.

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Ancin Munnings, DTM, PQD

Speech Contest Chairs: Lauren Patrick and Charmaine Hanna, DTM

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Rules and Procedures: “We will now review the rules and procedures for this contest. Your speech must comply with ALL current Toastmasters International rules. You should have already reviewed this year’s rule book that was shared electronically. We have one here for easy reference.

“The speaking area for the contest is: _____.”
“You are advised to stay within the assigned speaking area for this contest, which has been determined in accordance with the Toastmasters International Rule Book.”

Describe the speaking area. Ideally, point to the end points of it and point out the boundaries, if there are any boundaries.

(Announce):

For International Speech, Contestants may choose to leave the virtual room or stay in the room while other contestants are speaking.

Are there any questions?

Address any questions. When that is done, have the Contest Master or you inform the Chief Judge that the speaking area has been determined to be: _____ and that it has been described to the contestants.

Note: Do not invite objections about the speaking area; this issue can and should be determined prior to the contest.

Each contestant should remove any badge or other items that reveal his or her educational level and his or her club affiliation. We recommend you do this now.

We will now do an audible and visual check of each contestant.”

- Have each contestant do an audible check.
- Review the lighting on each contestant – have them adjust, as necessary

“We will now **review the time limits** for your speech, according to the rule book. For the international speech contest, the qualifying time is 4:30. The timers will display a:

- A Green virtual background at 5 minutes.
- A yellow virtual background at 6 minutes.

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- And a red virtual background at 7 minutes.
You will be disqualified if you speak less than 4 minutes and 30 seconds or more than 7 minutes and 30 seconds.”

Fill in the blank lines above using this information:

Speech presentation time limits:

<u>QUALIFIED</u>	<u>GREEN</u>	<u>YELLOW</u>	<u>RED</u>	<u>DISQUAL</u>
04:30	05:00	06:00	07:00	07:31

(Announce):

The Timers have been instructed by the Chief Judge that the start time of your speech begins upon your first word or any clearly visible movement, indicating you’re starting the speech, whichever occurs first.

The Timer will be using virtual timer zoom backgrounds. *Both Timers will be recording the time on the Timer’s Record sheet.* This is important.

(Announce):

- “Do you have any questions on the timing indicators or about qualifying and disqualifying times?”
- “Does anyone want an audible timing?” That is for the timers to say aloud: Green / Yellow / Red?

Answer any questions that contestants have about the lights and time boundaries. Upon entering the contest room, demonstrate the timing lights.

(Announce):

“Here is how you will be introduced. The Contest Master will announce your **Name, Speech Title, Speech Title, and then your Name again.** When you hear your name the second time, that’s your cue to begin.”

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The Contest Master has been informed of the proper pronunciation of your names. “

Contest Master reviews name pronunciations.

“When you return to the main room, there will be a screen that says we are in the minute of silence. The Contest Master will provide you time to check your microphone, lighting, positioning and that you can see the timer.”

“Contestants have 5 minutes from the time their Contestant number is called by the Contest Master to move from the Virtual Breakout room into the Main Contest Room and be acknowledged by the Contest Master. After 5 minutes, you will be disqualified.”

“Contestants can be **disqualified for any of the following five reasons:**

1. The contestant is not present when the contest is called to order. Please refer to your agenda when the contest is scheduled to come to order.
2. Contestant speech is timed as under the qualifying time or over the disqualifying time.
3. The contestant is determined to be ineligible. To be eligible, one must be a member in good standing and of a club in good standing. ***For the International Speech contest only***, one must also have completed levels 1 and 2 of any path in Pathways or earned a Distinguished Toastmaster award.
4. Contestant speech violates contest rules on originality. This requires a consensus of judges.
5. The contestant references the speech of another contestant in the same contest.

“**Contestants and judges may lodge protests** with the Chief Judge or with me, as the Contest Chair, before the contest winners are announced. The Chief Judge will resolve protests according to the current Toastmasters International Rulebook under the section “Protests and Disqualifications”. **All decisions of the judges are final.**”

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While you are in the Main Contest Room

Contestants have 5 minutes from the time their name is called to be acknowledged by the Contest Master. After 5 minutes, you will be disqualified.

Only ONE timer's webcam will be turned on; that will be Timer 1's webcam.

“Please notify the Zoom Technical Coordinators if you have two devices that need to be moved to the Breakout room.”

While you are in the Virtual Breakout Room

You have 5 minutes from the time your name is called by the Contest Master to move from the Breakout Room into the Main Contest Room and be acknowledged by the Contest Master. After 5 minutes, you will be disqualified.

If you accidentally disconnect or lose your internet connection while in the Breakout Room before being called by the Contest Master, you are disqualified. However, if you are logged into the Breakout Room with 2 devices (a phone, tablet and/ or computer) and the SAA can clearly see your hands through both devices, you will not be disqualified.

While you are in the Main Contest Room

If your technology fails while in the Main Contest Room, the Chief Judge will pause the contest until the technology issue is resolved for a maximum of 10 minutes. You will resume your speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified. The maximum time allowed will be 10 minutes. After 10 minutes, you will be disqualified.

You will resume your speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified.

Please close all additional internet connections in the house to help provide you with maximum bandwidth. If possible, use a hard-wired internet.

Keep your email with the link to the main room available. Keep your WhatsApp available. My telephone number is _____ – text me if you have any questions or problems and cannot access the WhatsApp group chat. The Chief Judges telephone number is _____

That covers the information required for the contestant briefing. There is still time to address any questions. Do any of you have any questions?

Answer any questions the contestants have.

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Hearing no further questions, this briefing is concluded

Thank you again for your participation, and good luck.

Contest Master’s Briefing

These items should have been addressed with the Contest Master in advance.

“Are you comfortable with the **name pronunciations and speech titles**?”

“Do you understand the **proper introduction technique**?”

Name, Speech Title, Speech Title, Name

“Do you have the biographical forms from the contestants, and have you prepared your questions for the interview portion(s) of the contest(s)?”

“Have you reviewed your other duties, including the announcements to timers – asking them to time a minute of silence between speeches (to give judges time to mark their ballots) and before the first contestant speaks, as well as saying that the judges will now have as much time as they need to mark their ballots once the final contestant speaks?”

“Do you have any questions or concerns?”

Sergeants at Arms Briefing

There are no specific duties for the SAA related to this contest.

Ask SAA: “Do you have any questions or concerns?”

Final Notes to the Contest Chair:

Provide the Contestants’ Eligibility forms to the Chief Judge.

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Notify the Chief Judge that you are done with this Briefing.

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