CONTEST CHAIR'S BRIEFING TO CONTESTANTS

Table Topics and International Speech Contest

Begin the briefing promptly; do not wait for late contestants. If a contestant is not present for the briefing, follow the rules on page 3 of this document.

Contestant Forms

- Ensure that you have contestant's completed **Speech Contestant Profile** (Item 1189**)** and **Speaker's Certification of Eligibility and Originality** (Item 1183) forms. (*After the briefing, give completed Speech Contestant Profile forms to contestant interviewer*).
- Confirm the **eligibility** of all contestants as written on the Speaker's Certification of Eligibility and Originality form. Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.

Verify Names and Speech Titles

Confirm the correct pronunciation of each contestant's name and speech title (for the International Speech Contest) with the contestants.

International Speech Contest Overview and Timing

- Contestants must create their own speeches, and each must be substantially original
- Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
- Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.
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- **Contest Timing**: 5-7 minutes.
- **Must speak for at least** 4 minutes 30 seconds and no more than 7 minutes 30 seconds.
- **Disqualification**: Contestants who speak for less than 4 minutes 30 seconds or more than 7 minutes 30 seconds will be disqualified.
- **Timing Cards**:
  - **Green Card**: Displayed at 5 minutes and remains up until
  - **Yellow Card**: Displayed at 6 minutes and remains up until
  - **Red Card**: Displayed at 7 minutes and stays up until the speaker finishes speaking
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- The contestants will be introduced as follows: contestant's name, speech title, speech title, contestant's name.

- Contestants can remain in the contest room for the entirety of the contest.

Table Topics Contest Overview and Timing

- When the contest begins, all contestants except the first must leave the room and remain under the supervision of the contest Sergeant at Arms (SAA).
- When it's your turn to speak the SAA will escort you to the contest room. Proceed to the speaking area.
- The contestants will be introduced as follows: contestant's name, the topic, the topic, the contestant's name.
- All contestants will receive the same topic, which must be of a general nature.
- Contestants may remain in the room when they're done speaking.
    - **Contest Timing**: 1-2 minutes.
    - **Must speak for at least** 1 minute and no more than 2 minutes 30 seconds.
    - **Disqualification**: Contestants who speak for less than 1 minute or more than 2:30 will be disqualified.
    - **Timing Cards**:
        - **Green Card**: Displayed at 1 minutes and remains up until
        - **Yellow Card**: Displayed at 1 minute 30 seconds and remains up until
        - **Red Card**: Displayed at 2 minutes and stays up until the speaker finishes.

Draw for Speaking Order:

- Conduct the draw for each contest and announce the speaking order aloud.
- Confirm the order by reading it out loud to the contestants.
- Pass the speaking order to the Chief Judge for further reference.

Show the Speaking Area:

- Introduce the speaking area to the contestants, ensuring they are familiar with the space and its layout.
- Confirm the speaking area is suitable for all contestants. Adjust if necessary to accommodate specific needs.

Protests and Disqualifications:

A. Protests are limited to eligibility, originality, and reference to another contestant or another contestant's speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.
B. The chief judge, contest chair, voting judges, and contestants must not consider protests from audience members.
C. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
D. The contest chair can disqualify a contestant on the basis of eligibility.
E. All decisions of the voting judges, and qualifying judges are final.

Use of Props and Electronic Devices *(read this only if you have a contestant using a prop or electronic device)*

- Contestants who plan to use props (including but not limited to any sort of electronic devices, music, PowerPoint slides, or virtual backgrounds) must notify the contest chair prior to the contest.
- Contestants must abide by any venue restrictions on the use of props.
- All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech. Contestants may enlist someone to help them with props, but it is not the responsibility of the contest chair or any other contest official to do so.
- Contestants must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times. a) If a contestant is unable to demonstrate this, the props cannot be used during the contest.

What to do if a Contestant is not present at the briefing

If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.

1. If the primary contestant is not present when the person conducting the contest (usually the Contest Chair) is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.

2. Should the primary contestant arrive after the briefing but before the person conducting the contest (usually the Contest Chair) is introduced, the primary contestant is permitted to compete, provided the primary contestant: a) Reports to the contest chair upon their arrival. b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest. c) Waives the opportunity of a briefing.