## CONTESTANT BRIEFING GUIDELINES BY TOASTMASTER OR CONTEST CHAIR FOR CLUB/AREA/DIVISION/DISTRICT CONTESTS – HYBRID FORMAT

### Confirm that the following form has been completed and given to the Contest Chair or Chief Judge: 1183\_Speakers Certification of Eligibility and Originality

### DRAW FOR SPEAKING POSITION

We will now draw for speaking position. Contest Toastmaster determines how this will be done. Here is one resource: <https://wheelofnames.com/>

### RULEBOOK

We will conduct this contest according to the **current Rulebook and with the exception that all contests in District 5 for the 2023 – 2024 Contest Season is to be conducted in a hybrid format**. You should have reviewed the rules prior to this contest. If you would like access to a rulebook, please let me know and we will email you a copy.

### SPEAKING AREA

We will now discuss the speaking area. Contest Toastmaster and Chief Judge determine the speaking area for both online & in person. Contestants should keep within the speaking area. Chief Judge will notify the judges of the speaking area for both online and in person contestants.

### INTRODUCTIONS

We will now discuss how you will be introduced.

**International Speech Contest**

Contestant Name, Speech Title, Speech Title, Contestant Name

Prior to the start of the contest the Contest Toastmaster will review with each contestant their name and speech title.

### TIMING

We will now review timing. Determine how the main Timer will use the “RAISE HAND” reaction in ZOOM. This will move the Timer to the upper corner of the screen. This will allow all online contestants to see where the timer is located.

Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

We will now review the timing signals and qualification times for the International Speech contest type being conducted.

For the **International Speech Contest**, the **Green** light will turned on at 5 minutes, the **Yellow** light at six minutes, and the **Red** light at seven minutes and will remain on until the contestant concludes their speech. **To qualify**, you must speak for at least four minutes and thirty seconds and for no more than seven minutes and 30 seconds.

Are there any questions about timing?

### **DISQUALIFICATIONS**

We will now review disqualifications. You can be disqualified for any of the following five reasons:

1. You are not present when the Toastmaster is introduced
2. Your speech is timed under the minimum qualifying time or over the maximum qualifying time
3. The eligibility requirements are listed on the Speaker’s Certification of Eligibility and Originality form
4. Your speech violates contest rules on originality. The International Speech contest, **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.
5. Contestants must not reference another contestant, or a speech presented by another contestant, at the same contest in which they are competing.

Are there any questions about disqualifications?

### **PROTESTS**

We will now review protests.

Only **voting judges and contestants** can lodge a protest. The protest must be lodged with one of the following the Chief Judge or Contest Chair prior to the announcement of the results.

A protest can be lodge based on eligibility, originality and referencing another contestant or a speech presented by another contestant, at the same contest in which they are competing in the same contest that you are competing.

Before you can be disqualified the Chief Judge will give the contestant the opportunity to respond to the voting judges. A majority of the voting judges must concur with the decision to disqualify.

Are there any questions on protests?

### **PROPS**

A. Contestant who plans to use props (including any sort of electronic devices) must notify the contest chair prior to the contest.

B. Contestants must abide by any venue restrictions on the use of props. (Not applicable for online contests)

C. 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.

1. 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. (Not applicable for online contests)

2. 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. (Not applicable for online contests)

Are there any questions about props?

This covers all the information for this briefing. Do you have any additional questions? If not this concludes the briefing. Thank you and good luck!

**TECHNICAL DIFFICULTIES**

Please refer to item 479 - **Online and Hybrid Speech Contest Best Practices** manual pg 8 for details.