## CONTESTANT BRIEFING GUIDELINES BY TOASTMASTER ASSISTANCE OF CHIEF JUDGE FOR CLUB/AREA/DIVISION/DISTRICT CONTESTS

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

### 2024-2025 CONTESTS

**Table Topics Contest**

**International Speech Contest**

The contests are to be conducted in-person

### 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 **2024-2025 Speech Contest Rulebook**. 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. Contestants should keep within the speaking area. Chief Judge will notify the judges of the speaking area.

### INTRODUCTIONS

We will now discuss how you will be introduced.

**Table Topics Contest**

Contestant Name, Topic, Topic, Contestant Name

**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

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 Table Topics contest.

**Table Topics**® contest speeches shall be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds. The **GREEN** signal will be displayed at one minute and remain displayed for 30 seconds. The **YELLOW** signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds. The **RED** signal will be displayed at two minutes and remain displayed until the speech is concluded.

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

**International** speeches shall be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds. A **GREEN** signal will be displayed at five minutes and remain displayed for one minute. A **YELLOW** signal will be displayed at six minutes and remain displayed for one minute. A **RED** signal will be displayed at seven minutes and will remain on until the conclusion of the speech.

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.

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 Toastmaster or 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.

Are there any questions about props

### **CONCLUSION**

This covers all the information for this briefing. Please plan on arriving 30 minutes before contest day for a final briefing to review any last minute details and answer any last minute questions. Are there any questions? If not this concludes the briefing. Thank you and good luck!