

CONTESTANT BRIEFING by CONTEST CHAIR

BRIEFING FOR CONTESTANTS

1. Eligibility and Biographical Information Forms – to be given to contestants, filled, signed and collected
2. Obtain Speech titles for International and Humorous Speech Contests from Contestants
3. **International Speech** – Contestant no. 1, Name, Title, Title, Name
 - Timing 5-7 minutes. Minimum time 4.30 and maximum 7.30. Green at 5, Yellow at 6 and Red at 7 with 30 sec grace, no indication for over time.
 - Props to be set up in the 1 minute interval. No contest official will help.
4. **Humorous Speech** – Contestant no. 1, Name, Title, Title, Name
 - Timing 5-7 minutes. Minimum time 4.30 and maximum 7.30. Green at 5, Yellow at 6 and Red at 7 with 30 sec grace, no indication for over time.
 - Props to be set up in the 1 minute interval. No contest official will help.
5. **Table Topics** – Contestant No. 1, Name, Topic, Topic. Name
 - Timing 1-2 minutes. Minimum is 1 minute and maximum is 2.30. Green at 1, Yellow at 1.30 and Red at 2 with 30 sec grace, no indication for over time.
 - All contestants will get the same topic which will be general in nature
 - All contestants will be escorted out of the room and brought in one at a time as per their speaking order
6. **Evaluation Speech** – Contestant name, Name
 - Timing 2-3 minutes. Minimum is 1.30 and maximum 3.30
 - Green at 2, Yellow at 2.30 and Red at 3 with 30 sec grace, no indication for over time
 - A test speaker will give a 5-7 minute speech. Evaluation note sheets will be given before the test speech. At the end of the speech 5 minutes will be given to make notes. The contestants will remain out of the room and called in one at a time.

GENERAL BRIEFING

1. You may check the mike before you begin.
2. Please remove any badge(s) showing educational levels.
3. You CANNOT present your name or the Club you are from.
4. You may set props during the one minute of silence. You may take the help of a friend. The SAA or any other Contest official will not help.
5. You will be invited to the stage by name. Shake hands with the Contest Chair. The audience will applaud. Only then will the speech title be read twice

followed by your name. Please shake hands before leaving stage at the end of speech.

6. After the Chief Judge leaves the room at the end of the contest, you will go on stage to collect your Certificate of Participation, group picture and an Interview question.

Protests and disqualifications

Contestants (and judges) may lodge protests with the Chief Judge and/or the Contest Chair before winners are announced. The Chief Judge will resolve protests per current Toastmasters International Rule Book under section "PROTESTS AND DISQUALIFICATIONS". All decisions of the judges are final.

Disqualification basis:

Not present when Contest Chair is introduced.

Over/under time.

Eligibility or originality (requires consensus of judges).

Drawing of speaking slots

1. Check presence of all contestants.
2. No proxy is allowed to pick a slot for a contestant.
3. If a contestant is not present at the time of drawing the slots then, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
 - a) In case the primary contestant reaches BEFORE the Contest Chair is introduced, informs the Contest chair that he/she has arrived and has all paperwork in order, he/she can compete. His/her speaking order will be that chosen by alternate speaker. In case there is no alternate speaker, the primary contestant must speak according to slot left after draw of slots.
 - b) In case the primary contestant reaches AFTER the Contest Chair is introduced, he is disqualified from competing and the alternate speaker becomes the official contestant.
4. The Contest Chair will give the speaking order to the Chief Judge

Any questions?