



International Speech – Contestants Briefing

Gather all speakers and cover the following points:

1. Confirm that all contestants have provided their Eligibility forms to the Chief Judge. Collect the Contestant Bio forms if being used.
2. Ensure that all contestants are members in good standing from a club in good standing, i.e. their dues have been sent and received by World Headquarters, the contestants should check with their club Treasurer.
3. Confirm that no contestant is a District or International officer nor have they informed anyone of their intent to run for *election* for any of those offices (they can't be an officer of District 101 or any other District).
4. Confirm that each contestant is eligible to compete in the International Speech Contest: they must have completed six speech projects in the *Competent Communication* manual or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience. However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.
5. Check the following with the speakers:
 - Use of props - these should be set up during the minute of silence between speakers
 - Is a lectern required?
 - Wish to remain in or leave the room (contestants may choose to remain in the room for the duration of the contest or they may leave the room and request to be brought back by the Sergeant-at-Arms when their turn to speak has arrived)
6. To eliminate perception of bias, introduce each contestant as follows:
 - Name, Speech Title, Speech Title, Name
7. Verify speech title of each speaker and pronunciation of their names.
8. Speeches are 5 to 7 minutes. Speeches less than 4:30 (four minutes, thirty seconds) or more than 7:30 (seven minutes, thirty seconds) will be disqualified.
9. Inform contestants where timekeepers are located.
10. The lights/cards will be activated as follows:
 - Green at 5 minutes, for one minute
 - Amber at 6 minutes for one minute
 - Red at 7 minutes and will be displayed until the conclusion of the speech.



11. No notice will be given should a speaker go over time
12. In the event of failure of the timing device (or lights), 30 extra seconds will be granted to the speaker.
13. Time starts with first word uttered or when any form of communication is used.
14. Each speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
15. Disqualifications are for:
 - Time: Chief Judge and Timers. if there is a disqualification for time, it will be announced (no name) before the announcement of the winners.
 - Originality*: the speech is plagiarized: over 25% of the content is unoriginal or if information is not attributed to source.
 - Eligibility*: contestant must be member in good standing of a club in good standing and not a District officer
- * Only judges and other contestants can protest. Protests must be lodged with the Chief Judge or Contest Chair and before winners are announced
16. Once a winner has been declared, all decisions are final. Note: The Chief Judge, Timers and Ballot Counters can interrupt immediately to correct the Contest Chair if s/he reads the list of winners incorrectly.
17. Define speaking area. Explain that if the contestants steps out of the speaking area they are not disqualified but may be marked down in Delivery by the judges
18. Once all contestants have spoken, an interview will be conducted. (If one or more contestants are competing in both contests, you should wait until both contests are concluded to conduct your interview of the contestants who are in both contests).
19. Draw for speaking positions
20. Have contestants remove name tags and any other indications of club affiliation (i.e. Toastmasters levels of proficiency, company shirt or jacket, etc.)
21. Are there any questions?