

District 53 On-Line Speech Contest Contestant Briefing

Intended Audience

This document is the Contestant briefing for in person speech contests. The contestant's briefing shall be delivered to the contestants by the Contest Master.

Contestant Eligibility and Forms Required – Up to 24 Hours Prior to the Contest

- Verify all contestants are a paid member, from a club in good standing
- Verify all contestants meet the eligibility requirements of the contest
- For International Speech Contests, do the contestants meet the following eligibility
 - o **Option 1** – DTM
 - o **Option 2** – Completed Level 1 **AND** Level 2 of any Pathways Educational Program
- Ensure each contestant has completed the Speaker's Certification of Eligibility & Originality and returned this form to the Contest Master, **PRIOR** to the contest start. The Contest Master will need to give these completed forms to the Chief Judge **PRIOR** to the start of the contest.
- Review the rules listed on the Certification of Eligibility and Originality Form and ask if there are any questions about the rules you have just explained.

Speech Contest Prep

- Download the speaker originality and eligibility form and the speech contestant profile form from Toastmasters International (www.toastmasters.org) or the District 53 Toastmasters website (<https://toastmasters53.org/>)
- Confirm speech titles with contestants in advance of the contest.
- Ensure all required contestant forms are received BEFORE the start of the contest.
- Identify a random list generator to use to select speaking order (<https://www.random.org/lists/?mode=advanced>) or use another method (e.g., drawing numbers from a hat).
- Confirm pronunciation of contestants' names.

General Contestant Briefing – Read to Contestants

1. The International Speech shall be conducted in English.
2. All International Speeches will be recorded at the District level, and the winner's video will be sent to World Headquarters in accordance with the rule book.

3. The speaking order will be chosen randomly using a random list generator or other randomization method (e.g., drawing numbers from a hat).

4. Contestants must prepare their own speeches, and each must be substantially original.

5. Speeches for all contests must be certified as such in writing to the Chief Judge by the contestants prior to the presentation of their speeches using the Speaker's Certification of Eligibility and Originality.

6. 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.

7. "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." (Contest rulebook, Page 9).

8. International contestants can remain in the room while all contestants are speaking. (FOR INTERNATIONAL CONTESTS ONLY).

9. Evaluation Speech Contestants

- a. The Sergeant-At-Arms will escort the contestants out of the contest room once the test speech has concluded.
- b. Evaluation contestants must use the Evaluation Contestant Notes sheet (provided by the Contest Chair and additional sheets are available from Sergeant-At-Arms) if they want to make preparatory notes during the test speech. Contestants may use more than one sheet. Contestants must not use digital or other devices during the contest to gain an unfair advantage. Evaluation contestants will be escorted from the room once the test speech is concluded. Contestants will have 5 minutes to prepare their evaluations using the Evaluation Contestant Notes sheet.
- c. At the end of the 5-minute period, the Sergeant-At-Arms will take the Evaluation Contestant Notes sheets and return each contestant's sheet(s) to them as they are introduced to give their evaluation.

10. FOR INTERNATIONAL: A contestant will be disqualified if the speech is less than 4 minutes, 30 seconds or more than 7 minutes, 30 seconds. (Contest Rule Book, Page 14)

11. FOR EVALUATION: A contestant will be disqualified if the speech is less than 1 minute 30 seconds or more than 3 minutes 30 seconds. (Contest Rule Book, Page 14)

12. Once a contestant has spoken, there is a one-minute period of silence.

13. Once the contestant is introduced, proceed to the speaking area (no shaking of hands is expected).

14. Timing will begin with begin with the first verbal or non-verbal communication to the audience once you have been introduced. If you are using a Power Point presentation, timing will begin when the first slide is shown, or when the first word or gesture is made.
15. Please remove any nametags, badges, or any identification with designation of educational awards, club affiliation, officer role, etc.
16. Judges will use the criteria on the score sheet
17. Any contestant wishing to use props, including electronic devices, must notify the Contest Chair and / or Contest Master prior to the contest. Verify each contestant’s use of props and the ability to set them up and remove them during the one minute of silence before their speech. Ultimately it is the contestants’ responsibility to provide, set up, and break down any and all props.
18. Is everyone able to see the colors green, yellow, and red. (NOTE: See the rule book or speak to the Chief Judge about accommodations for contestants who cannot see colors.)
19. Timing will be as follows for the International Speech Contest:

Timing Lights/Cards	Time
Green	5 minutes
Yellow	6 minutes
Red	7 minutes

20. Timing will be as follows for Evaluation Speech Contest:

Timing Lights/Cards	Time
Green	2 minutes
Yellow	2 minutes 30 seconds
Red	3 minutes

21. The timing lights / cards will come on / up and stay up / on until the timer switches to the next one.
22. The red light / card will stay on / up until the speaker is done, regardless of the actual time recorded.

Contest Protests – Read to Contestants

- Protests are limited to eligibility, originality, and reference to another contestant’s speech.

- It is a contestant's responsibility to lodge a protest, if the contestant feels there is an originality, referencing another contestant, or eligibility issue with another contestant's speech. The protest process ensures all contestants are treated fairly and respectfully.
- Protests are lodged with the Chief Judge and or Contest Chair **PRIOR** to the announcement of the winners.
- Before a contestant can be disqualified on the basis of originality or 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.
- The contest chair can disqualify a contestant on the basis of eligibility.
- All decisions of the voting judges are final.
- Select the speaking order!

References

2023-2024 Toastmasters International Speech Contest Rulebook

2019-2020 Functionary Briefing (August Wolf, DTM and Jennifer Cimilluca, DTM)