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**District 74**

**Briefing  
Script –  
Contest  
Chair**

**2021 / 2022**

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## DISCLAIMER

Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This document was developed by Senate Leeuw, which is a revision from the D74 2020/2021 speech contest documents. This document contains the rules and standard procedures for conducting the Online International, Table Topics and Evaluations Speech Contests.

The following documents have been utilized as inputs from the Toastmasters International Website:

- Speech Contest Rulebook (Item 1171)
- Speech Contest Rulebook Explanation of Changes
- Online Speech Contests Best Practice 2021-2022
- [www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials](http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials)
- <https://www.toastmasters.org/magazine/magazine-issues/2020/apr/appear-your-best-online>

This is a working document to ensure a fair speech contest and an enjoyable event for all.

If you have questions, please contact your District Chief Judge and/or Programme Quality Director, so that we can share knowledge. Please don't go directly to World Headquarters. The Chief Judge will send queries on your behalf if advice is required.

- Chief Judge – Senate Leeuw, DTM chiefjudge@toastmasters74.org
- Programme Quality Director – Andrew Tsuru, DTM education@toastmasters74.org

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## Preparation

### List of items needed for contest

The Chief Judge to confirm with the Contest Chair who will send out the forms to the contestants. The Chief Judge is responsible to send the forms for the judges, timers and ballot counters. Make sure that the forms are sent out as early as possible.

All contest material is available on the District 74 (D74) website. Use the editable version (if possible). Make sure that all officials can open the forms and sign them. A digital signature is acceptable.

#### *For All Contest Officials*

1. 2021-2022 Speech Contest Rulebook (Item 1171)
2. D74 Online Contest Best Practice (on the D74 website)

#### *For Contest Chair*

1. Speaker's Certification of Eligibility and Originality (Item 1183)
2. Contestant Bio Information (Item 1189)
3. Briefing Script – Contest Chair (on the D74 website)
4. During Contest Script – Contest Chair (on the D74 website)

#### *For Contestants*

1. Speaker's Certification of Eligibility and Originality (Item 1183)
2. Contestant Bio Information (Item 1189)
3. Tips for Contestants (on the D74 website)
4. Evaluation Contestant Notes sheet (Item 1177)

#### *For the Zoom Master*

1. Agenda to show it on the screen before the contest
2. Name of back-up Contest Chair
3. Contestant names and speaking order

## Contest Chair Preparations

### *Before Contest*

1. Check the eligibility of contestants

Eligibility for:	International Speech	Table Topics	Evaluations
<b>Contestant</b>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> <li>• completed six speeches from the CC or level 1 and 2 of any paths               <ul style="list-style-type: none"> <li>• However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement.</li> <li>• Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the Competent Communication manual to speech contest eligibility.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> </ul>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> </ul>

2. Area, Division, and District contests: Prior to the contest, contact the previous level Contest Chair and ask him or her to send you the completed Notification of Winners form (1182), which should list all non-disqualified contestants for that contest. Check all the names on the list if they are eligible.
3. Create a WhatsApp group to communicate with contestants.
4. Check if you have received from the contestants the Speaker's Certification of Eligibility and Originality (Item 1183) Contestant Bio Information (Item 1189). Forward the Speaker's Certification of Eligibility and Originality to the Chief Judge.

5. Conduct Contestant Briefing using the **Briefing Script – Contest Chair**

- a. The briefing for contestants should happen in two sessions.
  - i. The first session should be held two days before the contest and give the contestants the chance to check the position of the camera, the light in the room, the background, and the microphone.
  - ii. During the second session the contestants can again check their technical equipment and the usual briefing will happen.

6. Learn the pronunciation of each contestant's name and surname

7. Ask everybody to arrive early for the contest: Officials 30 – 45 minutes before contest, audience at least 15 minutes.

8. Prior to the contest, send the "**Tips for Contestants**" to the contestants.

9. Have back-ups for every role (especially contest chair, chief judge, SAA / zoom master, tiebreaking judge).

10. Inform the Zoom Master and Zoom Master back-up who the Contest Chair back-up is.

Before the contest begins the Contest Chair and the Zoom Master check if the contestants are online.

*During Contest*

1. Follow the **During Contest Script – Contest Chair**.

2. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

3. Resolve any eligibility, originality or reference to another contestant's speech protests that may arise.

*After Contest*

1. Provide the contact details for all contestants to the chief judge so he or she can complete the Notification of Contest Winner form (Item 1182).

## Briefing for Contestants

**NOTE:**

Brief the Contestants with the Back-up Contest Chair present.

Use slips of paper with numbers on one and letters on the other side. Determine how you want to draw for order, name by alphabetical order is one way.

All contestants are expected to attend the briefing session. If a contestant is absent from the briefing, the alternate speaker (runner up from previous contest), if present, is permitted to attend the briefing in place of the primary contestant.

- If the primary contestant is not present when the person conducting the contest (Contest Chair) is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
- Should the primary contestant arrive after the briefing but before the person conducting the contest (Contest Chair) is introduced, the primary contestant is permitted to compete, provided the primary contestant:
  - a) Reports to the contest chair upon his/her arrival.
  - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
  - c) Waives the opportunity of a briefing.

### During the briefing sessions

Thank you for participating in this contest and for attending the briefing. The briefing has several purposes, including determining the speaking order, and reviewing the rules and procedures for the contest.

Thank you for sending back the Speaker's Certification of Eligibility and Originality (Item 1183) and the Contestant Bio Information (Item 1189).

The first order of business is to draw for the contest speaking order. We will do that now. We will start in alphabetical order. \_\_\_\_\_, you draw first. Please select one of the letters.

**NOTE:**

Repeat the process for all contestants giving the same instructions. Write down the speaking order and send the information immediately to the Chief Judge and the Zoom Master.

Process to be completed for each of the contests – International, Table Topics and Evaluation Speech Contest.

Please rename yourself now as C1 (name), C2 (name) etc.

The speaking area must be set in a way that it ensures to maximise the view of contestants without sacrificing audio quality. The distance between camera and contestant must be the same for each contestant.

Let's test the cameras and the speaking areas. All contestants should stand roughly the same distance from the camera. All contestant should stand approximately three (3) to five (5) feet from the camera.

We will now review the **rules and procedures** for this contest.

Your speech should comply with all current Toastmasters International rules. You should have reviewed this year's rulebook. If you do not have one and would like one, please see me at the conclusion of this briefing or download it directly from the Toastmasters International website.

You will be judged on the appropriate use of the assigned speaking area for this contest.

A contestant cannot be disqualified if they move outside the speaking area but under the criterion **Physical**, the contestant should be judged on how effectively it was used and if stepping out has distracted anyone.

For the sake of online contests, looking at the webcam will be considered as **Eye Contact**.

Each contestant shouldn't wear any badge or other item that reveals his or her educational level and also his or her club affiliation.

We will now review the rulebook time limits for the contest. The time will be indicated with coloured cards and the words "green", "yellow" and "red" on them.

Time allocations for speech contests:

- **International Speech:** must be from five (5) to seven (7) minutes. Contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
- **Table Topics:** must be from one (1) minute to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
- **Evaluations:** must be from two (2) to three (3) minutes. A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds.

The timers will display:

SIGNALS	International Speech	Table Topics	Evaluation
Green	5:00	1:00	2:00
Yellow	6:00	1:30	2:30
Red	7:00	2:00	3:00



The timing for the International Speech contest is 5 – 7 minutes:

- The Timer will show the green card after 5 minutes and hold the card up until it is time to display the yellow card.
- The Timer will show the yellow card after 6 minutes and hold the card up until it is time to display the red card.
- The Timer will show the red card at 7 minutes and hold the card up until the contestant has concluded the speech.
- You will be disqualified for speeches under 4 minutes and 30 seconds and over 7 minutes and 30 seconds.

The timers have been instructed that the start time of your speech begins with your 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, as staged act by another person etc. **If you have an unusual way of starting your speech, e.g. the arranging of your papers is part of your speech, it is to your advantage to inform the timers as soon as this briefing is over.**

The timers are advised to change their names to “T1 (name)” and “T2 (name)”. With Zoom you can pin the timer to your screen. Keep timer #1 in the middle and timer #2 on top so in case timer #1 experiences a technical failure you can still see timer #2. Please check this feature now.

Do you have any questions on the timing indicators or about qualifying and disqualifying times, or the location of timing devices?

In the one minute of silence before you are announced the Zoom Master will unmute and spotlight you. Be aware to be shown on the screen before the one minute of silence ends. Wait before you start speaking until the Contest Chair has announced you.

Firstly, the Contest Chair will ask you: “**(Name) are you ready?**”

If you are unavailable the Contest Chair will pause the contest for 2 minutes and then you are disqualified.

Secondly, the Contest Chair will introduce you by saying:

- **International Speech: Please help me welcome (name), (title of the speech), (title of the speech), (name).**
- **Table Topics: Please help me welcome (name), (title of the table topic), (title of the table topic), (name).**
- **Evaluation: Please help me welcome (name), (name)**

We will now verify your speech titles for the International Speech as well as the proper pronunciation of your names.

Now we will review the process for Protests and Disqualification. A contestant can lodge a protest with the Contest Chair or Chief Judge via Whatsapp or direct chat. You can be disqualified for any of the following reasons:

1. A contestant will be disqualified on eligibility, originality, timing and referencing another contestant

**Eligibility**

2. You must fulfil the following eligibility requirements (for further requirements check the Rulebook)

<b>Eligibility for:</b>	<b>International Speech</b>	<b>Table Topics</b>	<b>Evaluations</b>
<b>Contestant</b>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> <li>• completed six speeches from the CC or level 1 and 2 of any paths</li> <li>• However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement.</li> <li>• Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the Competent Communication manual to speech contest eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> </ul>	<ul style="list-style-type: none"> <li>• be a paid member of a club in good standing</li> <li>• maintain eligibility at all levels of any contest</li> </ul>

**Originality:**

3. You violate contest rules on originality. This requires a majority vote of voting judges. The criteria for a disqualification based on originality are:

- If more than 25% of your speech is “devoted to quoting, paraphrasing, or referencing another person’s content (just over a minute and a half of the speech) AND credit is given to the source.

### **Timing:**

4. The following timing disqualification:
  - **International Speech:** A contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
  - **Table Topics:** A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
  - **Evaluations:** A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds.
5. If you experience technical problems before the Contest Chair announces your name inform the Contest Chair immediately (e.g. through WhatsApp) if you will be able to solve the problem before you need to start speaking.
  - If you are unable to solve the problem, you will be considered as not present for the contest.
  - If you signal you will be able to solve the problem and you are due to speak but not announced the Contest Chair will pause the contest for 2 minutes. After the 2 minutes you will be considered as not present for the contest.
6. If you lose connection during the speech and manage to come back during the allocated time you must continue at the point when you have lost connection. Shorten your speech because only 30 seconds extra overtime will be allowed before disqualification.
7. Time disqualification due to technical issues during the speech
  - International Speech – 8 minutes and 1 second
  - Table Topics – 3 minutes and 1 second
  - Evaluations – 4 minutes and 1 second

### **Referencing another contestant / speech:**

8. A contestant will be disqualified if they reference another contestant or a speech presented by another contestant in the contest.

Are there any questions?

### **During the contest**

Please rename yourself now as C1 (name), C2 (name) etc. as soon you join the contest. Then you explain the contest procedure.

### **Procedure:**

- The Contest Chair will ask each contestant if they are ready. The contestant will need to respond with “ready”.
- The Zoom Master will unmute and spotlighted the speaker.

- **For the Table Topics Contest**
  - Contestants and 1x SAA will be moved into the breakout room and brought back in one at a time. Only the first contestant will remain in the main meeting room.
  - The SAA will ask each contestant to keep their video on whilst in the breakout room.
  - All Contestants may remain in the main meeting room after they have responded to the topic.
- **For Evaluation Contest**
  - At the beginning of the contest, a test speaker will deliver a 5 – 7 minute speech test speech.
  - Thereafter, contestants and 1x SAA will be moved into the breakout room.
  - The contestants will be allocated 5 minutes to prepare their evaluation.
  - At the end of the 5 min the SAA will ask each contestant to flip/turnover their notes and keep their video on until they are requested to move into the main room.
  - All contestants may remain in the main room after they have delivered their evaluation.
- The Contest chair will then announce the speaker in this manner until the last speaker:
  - **International Speech: Please help me welcome (name), (title of the speech), (title of the speech), (name).**
  - **Table Topics: Please help me welcome (name), (title of the table topic), (title of the table topic), (name).**
  - **Evaluation: Please help me welcome (name), (name)**
- There will be 1 minute of silence between each speech. During the one minute of silence the Zoom Master will unmute and spotlight the next speaker.
- Prior to the announcement of winners, only contestants and voting judges may lodge protests concerning Eligibility, Originality and reference to another contestant's speech.
- The Chief Judge will resolve protests.
- If an originality or reference to another contestant's speech protest is lodged against you, the chief Judge will convene the voting judges and hear your case. The voting judges will then deliberate and vote. All decisions of the voting judges are final.

At the end of the contest you will be interviewed by the Contest Chair.

During the announcement of winners, the Zoom Master will spotlight the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.

**NOTE:**

The International Speech Contest is the only contest that proceeds beyond the District level to Region Quarterfinals, Semi-finals and the world Championship of Public Speaking. The District-level contest will be recorded and the videos submitted to World Headquarters to be used in the Region Quarterfinal judging process. The top two winners of the region quarterfinals will proceed to the Semi-finals to be held online later this year.

You have received the 'Tips for Contestants' from me in the last days. We will now review your camera and sound setting and determine the speaking area. Are there any questions?