**Contest Chair briefing for contestants:**

1. Check forms and ensure you have the following for each contestant. Forms should be signed, complete and legible.
* Certification of Eligibility and Originality (Item 1183).
* Speech Contestant Profile (Item 1189).
1. Clarify speaker eligibility parameters (this is a quick guide only – review the full parameters on pages 6 to 8 of the 2023-24 Contest Rulebook):
* for the International Speech contest, contestants must have completed levels 1 and 2 in any path. Note that members of clubs that chartered after July 1 and not enough time has elapsed for any member to achieve both a level 1 and 2, do not have to fulfill this requirement.
* any member can participate in the Table Topics and Evaluation contests – there is no educational requirement.
* a participant must be in good standing (paid up) of a club in good standing at every stage of the contest.
* a participant cannot compete in more than one area contest even if in different divisions or districts
* a participant must not be a District Officer in 2023-24 or a declared candidate for District Officer in 2024-25.
1. Remind members to review the contestant speech information pages 16 to 18 in the Speech Contest Rulebook for 2023/2024 regarding lighting, audio, video, etc.
2. Verify speaker name and speech title, and pronunciation of both.
3. Clarify speech requirements:
* confirm speaking area e.g. must be visible on camera at all times, full upper body visibility overall.
* test lighting, audio and video and ensure functionality and user capability.
* Timing disqualification will occur if a contestant speaks for:
	+ less than 1:00 or more than 2:30 (Table Topics Contest) G 1.00, Y 1:30, R 2.00
	+ less than 1:30 or more than 3:30 (Evaluation Speech Contest) G 2.00, Y 2:30, R 3.00
	+ less than 4:30 or more than 7:30 (International Speech Contest) G 5.00, Y 6:00, R 7.00
* originality: maximum 25% from other (quoted, cited) sources, sources must be specified.
* props: confirm contestants who plan to use props – this includes backgrounds online. These must be set up in the 1-minute period between speeches.
1. Review contingencies in case of technical difficulties (Contingencies document).
2. Draw for speaking order – a visual/physical draw (e.g. names from a hat) is preferred to digital randomizer tools.
3. Explain basis for protest:
* by voting judge or contestant only.
* originality, eligibility, reference to another’s speech at this contest.
* must be made before winners are determined.

***Last updated September 25, 2023.***

***All comments and updates are welcome – please email pqd@toastmasters60.com***