Extemporaneous Prep Room Protocol

Tournament Responsibilities:
1. Tournament Directors need to ensure a fair distribution and balance of the difficulty and types of questions among the speakers.
2. Various types of question formats may be used including Yes/No, Open-ended questions, etc. and should cover subjects on national and international current events.
3. Tournament Directors need to make sure the Extemp Proctor(s) is trained and aware of responsibilities.
4. Copies of the Extemp Room Protocol should be available in the Extemp Prep Room.
5. The proctor must have an official timepiece in the Extemp Prep Room available to view by competitors.
6. The tournament is not responsible to provide electrical power for electronic devices.
7. Tournaments are required to post the competitor preparation time and speaking time.

Competitor Responsibilities:
1. Competitors must check in and check out of the Extemp Prep Room.
2. All file boxes and/or electronic devices must be labeled with the name of the competitor and/or club.
3. The parent of the competitor or the coach of the club owning the files must provide permission to the Proctor for any other student to use the files.
4. If computers are shared, open files must be closed before use by others.
5. Competitors may not be in the Extemp Prep Room during the round except during their own prep time.
6. Each competitor must do his own work and must not ask for topic information from anyone else.
7. Competitors may not use cell phones or any other electronic device to contact anyone outside the room during prep time.
8. Competitors may not talk in the Extemp Prep Room.
9. Competitors must put away files and clean up prep area before leaving the Extemp Prep Room.
10. Electronic device screens must be visible to the Proctor at all times.
11. Speakers are timed to speak every 10 minutes. Competitors are expected to speak immediately at the end of their preparation time just as in all other limited prep events.

Proctor Responsibilities:
1. The Extemp Prep Room Proctor must have a copy of the Extemp Rules and should read them before the tournament.
2. The Proctor should go to the door of the Extemp Prep Room and call in students according to the posted draw times.
3. Tardiness will not extend Extemp prep time. If a competitor is late to the Extemp Prep Room, he will have less time to prepare his speech in order to speak on schedule.
4. The Extemp Prep Room Proctor will announce regular time reminders to the speakers.
5. Proctors should **actively** monitor electronic devices and the competitor's preparation.
   a. Proctors should remind competitors to turn their Wi-Fi access off.
   b. Proctors should be aware that many devices automatically search for and activate any found internet sources without the competitor's knowledge. One solution is to ask competitors to turn their devices to "airplane mode."