



# Impromptu Room Administration

Thank you for agreeing to serve as the head judge for this round.

As the head judge you have three main responsibilities:

- distribute the topics
- supervise the time
- manage the room

## Distributing the topics

- After entering the room, each competitor will draw three topics. The competitor may select these topics from the envelope or from a group of topics placed face down on the desk. However the topics are received, the competitor **prep time begins as soon as the topics are in hand.**
- The competitor must choose one topic and return the other two before he leaves the room.
- The competitor chosen topic must NOT be returned.

**Supervising the time:** Count down to limit the prep. Count up to measure the speaking time.

**Use the timepiece provided in the room. Keep numbers in view of competitor to enable the speaker to manage his/her pace.**

**PREP TIME:** Before the competitor draws three topic strips:

1. **Set the timer to 2 minutes and count down.**
2. Once the speaker has drawn the first topic, face the numbers toward the speaker and start the timepiece to **count down.**
3. At the conclusion of 2 minutes, stop the alarm.

**SPEECH TIME:** Re-set the timepiece to 00:00 and count up.

1. Face the timepiece toward the speaker using the set up stand.
2. Confirm that the competitor can see the timepiece clearly.
3. When competitor begins speaking, **press start so that the timepiece counts up.**
4. **Immediately press stop when the competitor concludes the speech.** While the speech is supposed to be a maximum of 5 minutes, do not limit the speaker's time with the timepiece. Allow each speaker to finish speaking and simply record their time.
5. Announce this time to the other judges to record on their ballots.

## Managing the room

There should be no talking in the room during the speaker's prep time. Encourage the other judges to use this prep time to fill out their ballot on the previous speaker.

**Thank you for your investment in our competitors!**

Speakers have two (2) minutes to prepare and five (5) minutes to speak.

**Timepiece should remain in the room. Return this document with your ballots.**