

# Extemporaneous Preparation Room Protocol

*Note: The 'Competitor Responsibilities' section of this protocol is incorporated by reference into the event rules for Extemporaneous. (See prep rule #15.)*

## Tournament Responsibilities:

1. Questions should address both national and international current events.
2. Tournament Directors need to ensure a fair distribution and balance of the difficulty and types (national, international, economic, etc.) of Extemporaneous (Extemp) questions among the speakers for each round.
3. Various types of question formats may be used including yes/no, open-ended questions, etc.
4. Tournament Directors need to make sure the Extemp Proctor(s) is trained and aware of responsibilities.
5. Copies of this Extemporaneous Preparation Room Protocol and the Extemporaneous Rules must be posted in the Extemp Preparation (Prep) Room.
6. The Extemp Prep Room should have an official timepiece available to view by competitors.
7. The tournament is not responsible for providing electrical power for electronic devices.
8. Tournaments are required to post the competitor draw order and preparation times and speaking times. (Helpful Extemp Resources for this purpose are available on the Stoa website under "Tournament Documents".)

## 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. A competitor must not use another competitor's or club's files or electronic device(s) without the written permission of the coach or parent of the loaning competitor. This permission must be submitted in writing to the Extemp Room Proctor **before** the competitor uses the files and/or device(s).
4. If computers are shared, open files must be closed before use by others. If hard copies are shared, they must be re-filed before being given to another competitor.
5. Competitors may only be in the Extemp Prep Room during their prep time.
6. Each competitor must do their own work and must not ask for information from other competitors.
7. Competitors may not use cell phones or any other electronic device to contact anyone during prep time. The use of headphones, earbuds, or similar devices during Extemp prep is not allowed.
8. Competitors may not talk in the Extemp Prep Room.
9. Competitors must put away files and clean up the prep area before leaving the Extemp Prep Room.
10. All electronic device screens must be visible to the Proctor(s) at all times in the Extemp Prep Room.
11. Speakers are timed to speak every 10 minutes. Competitors are expected to speak immediately at the end of their prep time.

## Proctor Responsibilities:

1. The Proctor(s) must have a copy of the Extemporaneous Rules and Extemporaneous Prep Room Protocol and 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. Extemp prep time will not be extended if a competitor is late for their draw time. If a competitor is late to the Extemp Prep Room, they will have correspondingly less time to prepare their speech in order to speak on schedule.
4. The Proctor will announce regular time reminders to the competitors.
5. The Proctor(s) should **actively** monitor electronic devices and the competitors' preparation.
  - a. The Proctor(s) should remind competitors to turn off Wi-Fi and all other internet access on **all** of their electronic devices and to put away headphones, earbuds, and similar devices.
  - b. The Proctor(s) should be aware that many devices automatically search for and activate any available internet connections without the competitors' knowledge.
6. The Proctor(s) should minimize communication with competitors in the Extemp Prep Room and must not discuss any competitor's Extemp topic/question.