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| **Division XX ALL AREAS International Speech Contest Script - Hybrid****Begins after the Evaluation Contest****Day, Date 2024** |
| 1:00pm | SAA | * Call to assembly // Welcome back from the break
* Remind virtual attendees to turn off and keep off audio and video
* Remind in person attendees to silence phones and other devices!
* Introduces the Division Director
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| 1:10pm | Division Director | * Division Director calls meeting to order
* A Brief announcement about the District Conference (Sherri Horowitz)
* Introduce the Toastmaster of the Day
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| 1:25pm  | Contest Toastmaster of the Day | * A few words of welcome – build excitement and warm up the audience after the break!
* Contest Housekeeping messaging:

**Must Read the disclaimer from the screen:***By attending this remote or hybrid Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.** Introduce the International Speech Contest Master
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| **Division XX ALL AREAS International Speech Contest Begins** |
| 2:45pm | International Speech Contest Master | * Briefly explain what the International Speech Contest is and why it is important. Describe how the contest will proceed:
* There will be 1 contest per Area, featuring the winning contestants from each club in each of the Areas – 4 separate contests. The winners today from each Area will move forward to the Division Speech Contest.

**Must State:** * Contestants will either be virtual or in the room
* Virtual contestants will use virtual Timers; in person contestants will use the in-person Timer.
* There will be 90 seconds of silence between each speaker for judges to finish ballot *After the final contestant, the ballots will be collected from the in-person judges while the online judges will be moved to their breakout room*
* Photography is not allowed during the contest. The Tech Master will record each speech separately for distribution after the contest.
* No one is allowed to exit or enter the room, in-person or online, while a contestant is speaking. During the contest, people will be allowed to enter the room, in-person or online, only during the time between contestants.
* Each contestant selects his/her own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.
* The speaking order was determined by random drawing prior to the start of the contest.
* The Contest Master introduces all speakers in speaking order by Area by inviting In-person contestants to come up and stand on stage; Online contestants will turn Audio and Video on
* Ask the timers to read the timing rules and demonstrate the timing lights.
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|  | Timers | * In person Timer reads the timing rules and demonstrates timing lights for in-person contestants.
* Virtual Timer demonstrates the timing lights for virtual contestants. The virtual Timer will “Raise Hand” to remain in the primary location for viewing online.
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|  | International Speech Contest Master | * States that if an online contestant has a technical difficulty and loses their connection, they have 3:00 minutes to reconnect. The timer will stop the time when the connection is lost, and the contest is paused. Silence will be maintained during this time. If the contestant can reconnect within the allotted time they should pick up where they left off. The Contest Chair can state the last word or sentence that was heard before the issue to help the contestant. If a contestant is unable to rejoin in the allotted time, the contest will continue with 90 seconds of silence for the judges to mark their ballots before introducing the next contestant. The judges will score the contestant on the portion of the speech that was heard.
* Ask if all contestants can see the timing lights and understand the Timing rules.
* Ask the Chief Judge if all judges have been briefed and if they are ready.

**State that Division X All Areas International Speech Contest will begin.*** All in-person contestants will be seated unless the first contestant is in-person, he/she/they will remain on stage.
* All online contestants will turn off audio and video unless the first contestant is online, he/she/they will remain unmuted with video on.
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|  | Tech Master - online | * Spotlight the first/next contestant – if the contestant is in person, spotlight the in-room video
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|  | Tech Master – in room | * If the contestant is in-person, raise screen / turn off the projector.
* If the contestant is virtual, lower screen / turn on the projector.
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|  | International Speech Contest Master | * If the first/next contestant is virtual, ask contestant to turn on his/her video and audio, if not already on. Timers’ video will be on (Raised Hand), but audio remains off.
* Ask the first/next contestant (virtual or in-person) “Are you ready and can you see the timing lights”?
* The contestant responds, “Yes I am ready and can see the timing lights” or “No I can’t see the timing lights”. (If there is a problem, work with contestant to resolve problem.)
* Ask the Tech Master to start the recording and tell you when recording is in progress. Wait until Tech Master signals the recording is in progress.
* Introduce Contestant: Name, Title, Title, Name
* Turn off his/her video and audio/microphone
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| 2:55 | Contestant | * Delivers speech
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|  | Tech Master | * Turns on International Speech Contest Master video and audio/microphone
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|  | Timer | * Records contestant speaking time
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|  | International Speech Contest Master | * **DO NOT COMMENT ON SPEAKER’S SPEECH**
* If this was the final contestant in the Area contest ask for 2 minutes of silence for the judges. Otherwise ask for 90 seconds of silence for the judges.
* Direct the finished in-person speaker to the Tech Master handling the mic removal.
* Request by motion of hand for the next in-person speaker to see the Tech Master to receive mic.
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|  | Tech Master-in room | * Stop the recording
* Clean mic and put on next in-person speaker
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|  | Tech Master | * Remove spotlight from contestant, either virtual or room video
* May show informational slides
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|  | Timer | * If this was the last contestant in the Area Contest, Timer #2 Sets timer for 2 minutes.
* Otherwise, Timer #2 sets timer for 90 seconds
* When time is up, Timer #2 gives audio clue that time is up.
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|  | Next Contestant | * During 90 seconds of silence:
* If next contestant is virtual, they will turn audio and video on and remain silent.
* If next contestant is in-person, they will go to the Tech Master to receive mic before walking to the stage and waiting for the Contest Master to motion them on stage.
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|  | Contest Master, Tech Masters & Timers | * Repeats same routine highlighted in blue for each Contestant
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|  | International Speech Contest Master | * When all of Area X# Contestants have spoken, indicate that is the End of the Area X# Contest, the Area X# Contest will now begin
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|  |  | * **Repeat the same Blue/Gray highlighted script for each Area Contest**
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| TIME ALLOCATION: Allow 8.5 minutes per Contestant includes time required for Judge |
| 3:30pm | International Speech Contest Master | State this is the end of the Division XX ALL AREAS International Speech Contest* Ask audience to remain silent while ballots are collected in person and the online Judges, Timers, and Counters are moved to Breakout room.
* Ask Chief Judge to notify you when the ballots have been collected and you may proceed.
* Wait for notification from the Chief Judge before proceeding.
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|  | Tech Master | * Move the online Judges, Timers, and Counters to Breakout room.
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|  | Chief Judge and Counters(In Breakout room) | * Confirms receipt of Judges’ ballots, either email or text for their individual winners, after confirmation dismiss judges.
* Ask Timers for their results, after confirmation dismiss timers.
* Ask Counters to calculate the winner.
* Fills out the Notification of Winner Form and text/email to Contest Chair
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| 3:32pm | International Speech Contest Master | * After notification from Chief Judge to proceed, ask for applause for all contestants.
* Bring contestants for the International Speech Contest onto the stage and ask online contestants to turn on their video.
* Interview the Contestants (Keep it short and simple)
* Return conduct of the meeting to the Contest Toastmaster of the Day
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| 3:45pm | Contest Toastmaster of the Day | * Thank the International Speech Contest Master
* Recognize the Contest Chair
* Recognize the functionaries with the Certificates of Participation and Appreciation from the Evaluation Contest and the International Speech Contest.
* The certificates will be emailed after the contest.
* Make announcements – may use presentation slides as necessary
* Continue to stretch onstage if waiting for Judges until Chief Judge confirms the winner calculation is done and hands the Contest Toastmaster of the Day the notification of winners
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| 4:00pm | Contest Toastmaster of the Day | * Invite the Evaluation Contest Master and the International Speech Contest Master to the stage to help make the award announcements.
* Announce if there were any disqualifications from the Evaluation Speech Contest, and, if so, how many.
* Announce winners for the Evaluation Contest for each Area, remember to read from top to bottom or 3rd , 2nd, then 1st
* Take picture of winners
* Announce if there were any disqualifications from the International Speech Contest, and, if so, how many.
* Announce winners for the International Speech Contest for each Area, remember to read from top to bottom or 3rd , 2nd, then 1st
* Take picture of winners
* Congratulate everyone!
* Return conduct of the event to the Division Director
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| 4:15pm | Division Director | * Remind everyone about the Division Contest
* Call meeting adjourned and send everyone on their way
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