

THE PREP ROOM



A Guide for UIL Extemporaneous
Informative & Persuasive Speaking
Contestants and Coaches

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WHAT IS THE “PREP ROOM”?

- This room is the location where you draw your topic and prepare your speech for Extemporaneous Informative and Extemporaneous Persuasive Speaking.
- The “prep room” is sometimes referred to as “the draw.”
- Draw 5 topics and choose 1 for your speech.
- Contestants draw at 10-minute intervals.
- All first speakers draw at the same time; all second speakers draw 10 minutes later; all third speakers draw 10 minutes later.
- 30 minutes to prepare your speech.



THE PREP ROOM DIRECTOR & MONITORS

- The Prep Room Director controls the preparation environment for all speakers.
- This individual manages the time and informs speakers when to draw topics and when to leave the room to speak in contest rooms.
- This individual is usually assisted by adult monitors who circulate around the room to monitor speaker preparation in order to ensure an equitable and ethical contest environment.
- The Prep Room Director and Monitors assist the Contest Director by maintaining the prep room and help students by upholding contest rules.





***TIPS FROM THE STATE MEET
EXTEMP PREP ROOM DIRECTOR & MONITOR***



RESPECT

- First and foremost, respect your fellow contestants.
- Always maintain a quiet and proper behavior throughout the entire preparation time period.
- This expectation includes the time from the beginning of the draw through the time that the last speaker has left the room to deliver the final speech.
- After the contest is over, contestants should make sure the area that was used is cleaned.



DRAWING TOPICS

- A contestant will pick five topic slips and choose one that will be the topic of the speech.
- Be sure to record the topic for the contest manager on the appropriate form before leaving the draw table.
- The other four topic slips should be *neatly* replaced in the envelope.
- Contestants should carefully allocate time for drawing the topic, preparing the speech, and practicing the speech in the thirty-minute time allotment.



TIME

- A contest official at the front of the room will call contestants to draw topics at ten-minute intervals.
- Each contestant will have thirty minutes of preparation time. The clock is a *running clock*, so your time begins when you are called forward for the draw.
- When it is time for the contestant to report to the speaker's room, that time will be announced.
- Be sure to take your official topic slip with you to the contest room. The only other material you may take other than topic slip is a 3" x 5" index card.



Announcement Guide

	START TIMER	5 min.	10 min.	15 min.	20 min.	25 min.	30 min.	35 min.	40 min.	45 min.	50 min.	55 min.	60 min.	65 min.	70 min.	75 min.	80 min.	85 min.	90 min.	95 min.	100 min.		
Speaker 1	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now																
Speaker 2	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now														
Speaker 3	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now												
Speaker 4	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now										
Speaker 5	X	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now								
Speaker 6	X	X	X	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now						
Speaker 7	X	X	X	X	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now					
Speaker 8	X	X	X	X	X	X	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now			

Announcement Guide

1. Start the timer when the first speaker is called to draw topics.
2. For every 5 minutes that pass on the timer, the person making announcements will read out the information under the appropriate time column.
3. Once the last speaker has reached the "Go Speak Now" point on the chart, extemp draw is complete. Make copies of this sheet as necessary. For example, when the timer reaches 10 minutes, the announcer would call out, "Speaker 1 has 20 minutes left. Speaker 2 needs to come draw topics."



LEAVING THE PREP ROOM

- You may leave the prep room to go to the restroom as long as you have NOT drawn your topic.
- Don't leave after drawing your topic.
- You may NOT go to the restroom on the way to your speaking room.
- You may NOT have any contact with your coach or other team members or ANYONE outside of the prep room on your way to speak.
- Be sure to take your official topic slip with you to the contest room.
- The only other material you may take other than topic slip is a 3" x 5" index card.
- Be sure that you have written down your speaker room on either your notecard or your topic slip so that you go to the correct room.





MATERIALS
IN THE
PREP ROOM



Monitors will be circulating throughout the room to check materials during the course of the contest.

ALLOWED EXTEMP PREP ROOM MATERIALS

- **Magazines, newspapers, journals.**

Examples: *Newsweek*, *Dallas Morning News*, *Wall Street Journal*, *Foreign Affairs* that may be highlighted in one color and include written citation information, but with no added annotations (explanatory notes or comments).

- **Other published source materials.**

Example: reference books, atlas, book of quotations.

- **Published speeches.**

Examples: the presidential State of the Union address, *Vital Speeches*.



ALLOWED EXTEMP PREP ROOM MATERIALS

- **Online materials.**

Examples: printouts of published material from computer online data services if not modified or in outline form that include the downloaded URL, the White House website.

- **Index without annotation.**

Example: computer or handwritten list of subject titles/dates of magazines or folders included in the files.

- **Computers or other electronic retrieval devices**
as specified in the UIL ERD Guidelines.



UNALLOWED EXTEMP PREP ROOM MATERIALS

- **Outlines.**

Examples: multi-colored highlighted articles that could be interpreted as an outline, outlines from previous speeches, debate briefs, pre-prepared outlines on possible topics.

- **Prepared notes, extemp speeches, debate evidence handbooks.**

Examples: extemp subscription service analyses, database summaries of multiple sources on a specific topic.



UNALLOWED EXTEMP PREP ROOM MATERIALS

- **Unpublished handwritten/typed material other than an index.**
Examples: one or more articles cut and pasted into a single document, previously used extemp notecards, flow of a debate round.
- **Smart phones/watches and cell phones.**
- **Index with annotations.**
Example: article title, with added comment, “great pro-con global warming.”





***ELECTRONIC RETRIEVAL DEVICES (ERD)
IN THE EXTEMP PREP ROOM***



ELECTRONIC RETRIEVAL DEVICES (ERD)

- A. Computers and other electronic retrieval devices are defined as: *laptop, tablet and netbook computers, other portable electronic retrieval devices* and secondary devices such as *flash drives and external hard drives*.
- B. Cell phones or smart phones or smart watches are NOT allowed during the contest.
- C. Computers may be used only if the *wireless capability is disabled*. It is the responsibility of the contestant to disable the equipment.



ELECTRONIC RETRIEVAL DEVICES (ERD)

- D. Wired connections (Ethernet or phone) during the contest are not permitted.
- E. Computers or other electronic equipment may not be used to receive information from any sources (coaches or assistants included) inside or outside the preparation room. Internet access, use of e-mail, instant messaging or other means of receiving information from sources inside or outside the preparation room are prohibited. This statement does not preclude the use of timing devices.



ELECTRONIC RETRIEVAL DEVICES (ERD)

- F. Contestants may utilize allowable devices for the purpose of accessing stored files, but shall not use them to outline their speech or otherwise organize their thoughts.
- G. The contestant shall not remove the electronic retrieval devices from the preparation area until after the contestant's speech has been delivered.
- Sanction: Contestants found to have violated provisions B-G above shall be disqualified. The contest director shall be empowered with the final decision concerning disqualification.



ELECTRONIC RETRIEVAL DEVICES (ERD)

- H. Devices must be muted in the preparation room during the contest. Contestants should not play games or engage in other distracting activities on their electronic devices. Tournament officials may ask a contestant to power off the device if it becomes distracting.
- I. Contestants from the same school may share computers during preparation. However, conversing among contestants is not allowed.





***PREP ROOM
MYTH BUSTERS!***



PREP ROOM MYTH #1

- **Myth** - Speakers may plug computers in while in the prep room as long as draw has not begun.
- Charging must happen outside the prep room. The rule says: “Power plugs or outlets may not be used in the preparation room at any time.”
- No host site can be expected to provide power for all speakers. It is not fair for some to be allowed to plug in their device and for others to not have the ability.



PREP ROOM MYTH #2

- **Myth** - Speakers may use cell phones to time their preparation period as long as they are in airplane mode.
- Coaches should remind speakers to leave their cell phones outside the prep room. While the UIL has ruled that cell phones in airplane mode can be used for timing debate events, this rule DOES NOT apply to extemp. The rule says: “Cell phones or smart phones or smart watches are not allowed during the contest.”
- Prep room staff will be reading a statement to remind students that cell phones are not allowed, but it is a coach’s responsibility to ensure that speakers know and follow the rule. It would create a hardship on prep room monitors to check for airplane mode on all phones.
- Sanction: Disqualification.



PREP ROOM MYTH #3

- **Myth** - Speakers may prepare speeches in an app on their computers.
- Notes must be on paper. The rule says: “Contestants may utilize allowable devices for the purpose of accessing stored files but shall not use them to outline their speech or otherwise organize their thoughts.”
- Prep room monitors would not be able to differentiate between a speech that was written before the contest and a speech that was written during the contest.
- Sanction: Disqualification.



PREP ROOM MYTH #4

- **Myth** - Speakers can't take anything with them to the draw table.
- Legal, but *not advisable*. The rule says: "Typed or handwritten materials may not be taken into the preparation room, except in the form of an index file which has been prepared by the student for the sole purpose of convenience in finding references to specific topics."
- Remember that a speaker's 30-minute preparation period begins when their speaker number is called.



PREP ROOM MYTH #5

- **Myth** - Speakers can't be disqualified for having outlines from old speeches in the prep room.
- The rule says: "Materials NOT allowed in the preparation room:
 - Outlines. Examples: multi-colored highlighted articles that could be interpreted as an outline, outlines from previous speeches, debate briefs, pre-prepared outlines on possible subjects.
 - Typed or handwritten materials may not be taken into the preparation room, except in the form of an index file which has been prepared by the student for the sole purpose of convenience in finding references to specific topics."
- This rule would apply not only to outlines of old speeches, but also things like class notes.
- Violation of this rule is responsible for 80% of disqualifications.
- Don't take a chance. Throw away old speeches.



PREP ROOM MYTH #6

- **Myth** - Speakers can have debate materials on the computer they are using for extemp.
- The rule says: “The presence of pre-written extemporaneous speeches, handbooks, briefs or outlines on electronic retrieval devices during the contest is prohibited. If the contestant also uses the device for the debate contest, debate materials, including but not limited to cases, briefs, outlines and flows, must be stored on a separate external retrieval device disconnected or otherwise inaccessible and shall not be accessed during the extemporaneous speaking contest.”
- You also cannot have flows or briefs in the prep room.



PREP ROOM MYTH #7

- **Myth** - Speakers may not take anything out of the prep room.
- There are limits:
 - What you SHOULD take: Topic slip
 - What you CAN take: ONE 3X5 notecard
 - What you CANNOT take: Computers, phones, legal pads.
- NO TALKING to ANYONE on the way to the contest room.
- Speakers can retrieve their belongings from the prep room after the last speaker has left the room.
- Sanction: Disqualification.



PREP ROOM MYTH #8

- **Myth** - Speakers are excused if they do not go directly to their room when their speaker number is called.
- This scenario raises two issues:
 - Speaker doesn't hear their number called. This creates an unfair advantage because the speaker gets more prep time. It could also throw off the tournament schedule.
 - The speaker doesn't go directly to their room. What was the speaker doing? (Did they have access to coaching during that time?) There are just too many temptations to do something unethical. In addition, judges could leave the room, thinking that all speakers have performed.
- LISTEN TO THE CONTEST DIRECTOR every time speaker numbers are called and go directly to the contest room. The contest director has the final decision.
- Sanction: Disqualification.



CLOSING NOTES

- Practice prep room etiquette.
- Check the rules and follow the guidelines.
- Monitor your materials.

Good luck for a great UIL Extemporaneous Speaking season!

We hope to see YOU at the UIL State Meet!

