Prep Room Guidance

1. Post one copy of the schematic near the prep room entrance. Keep the other for your use. **Round 4 schematics and questions will be delivered to you shortly before the draw time.**
2. Each section of Extemp has its own set of topic tapes for each round. Before the start of the draw, ensure that you have the correct envelopes for the round. Then open each envelope and arrange the topic tapes, face down, on separate desks near where you will be seated. Place the envelopes, room numbers visible, on the desks.
3. Students draw at 8 minute intervals in the order shown on the schematics. Use the enclosed chart to determine when to give draw instructions, warnings, and releases to speaking rooms. *If the draw is more than 5 minutes behind schedule, please text the draw time to the Tab Room at* ***813-298-8267****.*
4. Contestants **may** use cell phones during prep as either a hotspot or a timer (but not both). If a phone is being used as a hotspot, the phone must be silenced fully and put away before the first speaker draws. If it is used as a timer, it **must** be in airplane mode, on a table, and visible to you.
5. Contestants **may** use laptops/tablets to search and retrieve and to keep track of their own prep time. They may use the internet but must not obtain information from any other person. They **may not** use their computers to organize or write their speeches.

Electronic devices must run on battery during the round, including prep time. Devices may be recharged in the prep room between rounds **only if** it can be done without unplugging other devices or creating a tripping hazard.

No accommodations will be provided in the event of equipment failure, damage, or loss. Contestants should be prepared to continue without their electronic devices.

1. Contestants may access **only** those resources that NCFL permits for Extemp: “newspapers, dictionaries, thesaurus, reference indices, newspaper and/or magazine clippings – files organized under general headings, almanacs and appropriate reference books, books and/or pamphlets” (NCFL Bylaws § II.C.1.c.8). NCFL has explicitly authorized the use of generative AI for research assistance. Prewritten speech content is prohibited. Contestants **may** share materials, but collaboration between participants is prohibited.
2. Every few minutes, one of the prep room monitors should walk around the room and observe contestants’ preparation. If a student is accessing something that appears to be illicit, you may ask them to explain. If their answer is unsatisfactory, text the Tab Room for assistance.
3. Before students leave the room, ensure that the **only** thing that goes with them is the topic tape with no additional markings. (*Exception:* In Round 4, the contestant **may** write their question *and only their question* on their political cartoon.) Students may take their phones to use as timers if they demonstrate that they are silenced and in airplane mode.
4. After students are done with their speech, they may return to the prep room to gather or organize their belongings. They must be silent if there are students still preparing to speak.

# Draw and Speaking Times

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| Time (h:mm) | What to say |
| *(before start)* | First speakers, please come forward and prepare to draw. |
| 0:00 *(start)* | First speakers, please draw. Your time starts now. |
| 0:07 | Second speakers, please come forward and prepare to draw. |
| 0:08 | Second speakers, please draw. Your time starts now. |
| 0:15 | Third speakers, please come forward. |
| 0:16 | Third speakers, please draw. Time starts now. |
| 0:23 | Fourth speakers, please come forward. |
| 0:24 | Fourth speakers, please draw. |
| 0:25 | First speakers, you have five minutes remaining. |
| 0:30 | First speakers, time is up. Please go to your competition room. |
| 0:31 | Fifth speakers, please come forward. |
| 0:32 | Fifth speakers, please draw. |
| 0:33 | Second speakers, five minutes remaining. |
| 0:38 | Second speakers, TIME. Please go to your competition room. |
| 0:39 | Sixth speakers, please come forward. |
| 0:40 | Sixth speakers, please draw, Time starts now. |
| 0:41 | Third speakers, five minutes. |
| 0:46 | Third speakers, TIME. Please go. |
| 0:49 | Fourth speakers, five minutes. |
| 0:54 | Fourth speakers, TIME. |
| 0:57 | Fifth speakers, five minutes. |
| 1:02 | Fifth speakers, TIME. |
| 1:05 | Sixth speakers, five minutes. |
| 1:10 | Sixth speakers, TIME. |