

# Guideline - How to conduct the local finals in the Public Speaking Competition

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## Signing up for the competition

- Remember to register for the competition with the national organizer – see the website [www.jci.dk/dgm/](http://www.jci.dk/dgm/) for deadlines when to register and for price of participation
- Once your chapter have registered and paid the invoice, you are able to participate in the Public Speaking Competition
- All local finals must be held between 1 May and 31 August every year. Remember to check with your Vice President Operations (VP-O) of your region when the regional finals are held as your local finals must be conducted BEFORE the regional finals.

## Planning the local finals in the chapter

- Each JCI chapter is responsible for planning and conducting their own local final in the competition
- All local finals must be held between 1 May and 31 August every year. Remember to check with your Vice President Operations (VP-O) of your region when the regional finals are held as your local finals must be conducted BEFORE the regional finals.
- Some chapters chose to have the competition as part of their annual action plan adopted at the local general assembly in the beginning of the year.
- Once the chapter has decided to register for the competition, we recommend that a date for the local final is set. Some chapters choose to conduct the local finals as part of their already planned monthly chapter meeting. Some chapters choose to make an entire training about public speaking and presentation techniques together with the local finals as their monthly meeting. And some chapters conduct their local finals together with other activities.
- Remember to inform all members of your chapter about the competition in good time, so they have plenty of time (typically at least a month) to become familiar with the competition, rules and criteria, to prepare their speech and practice it before the local finals.
- Some chapters make it mandatory for all members to participate in the competition. In this way everyone participates on an equal level and will get the practice. Other chapters make it optional for members to participate.

## Preparations for the local finals

- Make sure the competition takes place in a room that allows the participants to speak undisturbed.
- As the participants will often be using Power Points, flip charts, whiteboards etc, make sure that there is a screen and a projector in the room and that it is set up before the competition begins. Inform participants whether to bring their own computer or other equipment.
- No clocks must be visible in the room. Remember therefore to take down or cover any visible wall clocks or other types of visible time indicators.
- Depending on the number of participants, remember to set off enough time on the agenda to the competition. Expect to use about 10 min per participant + time to introduction and announcement of the winner. So if you have 10 participants expect to set off 1½-2 hours for the competition.
- The judges will also need time to deliberate once all the participants have held their speeches. Make sure that the judges are able to sit in another room alone while they deliberate. As the judges deliberate, it is possible to through other elements of the agenda for the meeting or training.

## Judges and time keeper

- The chapter is responsible for finding judges for their own local final as well as reimbursing any travel expenses to the judges. We recommend using 2-3 judges as personal bias and preferences are reduced.
- Chapters can chose to use registered judges who have received the official judge training. These judges can be found on the website [www.jci.dk/dgm/](http://www.jci.dk/dgm/). In local finals it is possible to use non-registered judges, just make sure that they are well-prepared members with relevant, personal skills (former participants, coaches, professionals of various kinds) who have the skills to judge the competition.
- Each judge should be provided with a judges' grading sheet for each participant. Judges grading sheet can be found on the competition's website for download.
- Judges should be placed so that they have full view and hearing distance of the participants.
- The chapter is responsible for finding a time keeper that can assist the judges. The time keeper can just be a member of the chapter. The time keeper should sit next to the judges and starts a timer when the participant indicates that he/she is ready to start, and stops the timer once the participant has finished his/her speech. The time keeper only informs the judges about the time for each participant.
- According to the rules the time keeper shows time intervals to the participant. Each participant has the right to say no to have time intervals shown if he/she feels it is more distracting than helpful. Time intervals sheets can be downloaded from the website: [www.jci.dk/dgm/](http://www.jci.dk/dgm/)

- Time interval sheets are shown as follows in local finals:  
The speech should last no more than 5 minutes. After 2 minutes, the time sheet with 3 minutes is shown, indicating that there are 3 minutes remaining. After 4 minutes, the time sheet with 1 minute is shown. After 4 minutes and 30 seconds the time sheet with 30 seconds is shown. If the speaker goes two minutes over time a STOP sign will be shown.

## Preparation for the participants

- Participants in the local finals must prepare a speech of 5 minutes. The speech must be based on one of the nationally approved topics which can be found on the website.
- Participants are not allowed to carry or use any type of time indicators such as watches, mobile phones, timer on pc etc.
- Participants should familiarize themselves with the judges grading sheet, the rules and the 8 criteria as part of their preparation.
- Speeches can be held in Danish or English. It is advisable to inform judges beforehand what language the speeches will be in, so it is possible to find another judge if he/she feels uncertain of providing judgment and feedback a different language.

## After the local finals

- Once all participants have held their speeches and the judges have calculated the points and deliberated, the winner is announced.
- Judges should always give feedback to each participant and the feedback should be constructive, as objective as possible and useful for the participant. The feedback can be given before the winner is announced or later; face-to-face, in plenum, by phone or email. How and when the feedback is delivered depends on the number of participants and time.
- The winner of the local final will represent the chapter in the regional final. If the winner of the local final does not wish to continue on in the competition or is unable to participate at the date of the regional final, the chapter is able to send the second placed participant, third placed participant, and so on. It is not possible to send a participant to the regional final that has not participated in the local final.
- The participant that goes on to compete in the regional finals will hold the same speech as in the local finals but has a chance to adjust and improve his/her speech based on the feedback.
- The chapter must inform their Vice President Operations of their region the name of the person that will attend the regional final.
- Regional finals are held between 1 August and 20 September.  
The national final is held during the JCI Denmark National Congress in the first weekend of October. Winners of the five Danish regions will participate in the national final.