



2009 Area 22 English Speech Contest With a Joint Meeting

Date : March 28 (Sat), 2009.
Door Open : 12:30
Start : **13:15**
Venue : Saitama Kaikan Meeting Room
Room : Room 3C, Keyaki on the 3rd floor
(Contest&Joint Meeting)
: Party room on the 2nd floor (Party)
Fee : ¥1,000 (Contest & Joint Meeting)
: ¥3,500 (Party)

<Speech Contest>

13:00	Briefing
13:15	Opening
13:30	Speeches
14:15	Break
14:30	Interview
14:50	Award
14:55	Closing

<Joint Meeting>

15:15	Opening
15:30	Table Topics
15:45	Prepared Speech
16:10	Evaluation
16:30	Award
16:35	Closing

<Reception>

16:40-18:00

<Contestants>

Representatives of

- Kesennuma TMC
- Saitama TMC
- Sa'K'itama TMC
- Sendai TMC
- Tsukuba TMC
- Tsurugashima TMC

<Host Club>

Saitama TMC

Shoji Sasaki: shojisas@hotmail.com

Takayuki Noda: t_s_noda@yahoo.co.jp

<Access>



★Saitama Kaikan : 6 minute-walking from the
West Exit of Urawa Station
Telephone No. 048-829-2471

2009 Area 22 English Speech Contest

With a Joint Meeting





***2009 Area 22
International Speech Contest***

**March 28, 2009
Saitama Kaikan**

Saitama Toastmasters Club

13:00	Briefing - Contestants by Contest Chair - Judges, Counter and Timers by Chief Judge	

13:15	Opening - Welcome Greeting - Introduction of Guests - Explanation of Contest Rules - Announcement of Speech Orders - Contestant's Eligibility and Judging Criteria	TM Shoji Sasaki Area 22 Gov. TM Takako Osawa Chief Judge TM Setsuko Noda
13:30	Speeches by Contestants () TM Takao Ito () TM Makiko Hirose () TM Keiichiro Oikawa () TM Thomas Asada Grant () TM Osamu Kondo () TM Takamitsu Chiba	
14:15	=====Intermission=====	
14:25	Interview of Contestants	TM Akihiko Inagaki
14:40	Award Presentation	Area 22 Gov. TM Takako Osawa
14:55	Closing Remarks	Div. B Gov. TM Yoshio Hori



15:15	Call Meeting to Order		TM Sasaki (SAI)
	Thought for the Day		TM Chiba (KES)
15:20	Toastmaster of the Day		TM Cisar (SAI)
	Explanation of the Roles		
	Timer: TM Tadokoro (SAK)	Ah Counter:	TM Asada Grant (TRU)
	Grammarian: TM Ogata (TKU)	Vote Counter:	TBD
15:30	Table Topic Session		TM Toyama (SAI)
	①	②	③
	④	⑤	⑥
		Timer's Report	TM Tadokoro (SAK)
15:45	Prepared Speech Session		TM Cisar (SAI)
	① " it's very valuable for the price ! "	5 to 7 minutes	TM Hanabusa (SAK)
	② " Dr. Kim's Message "	5 to 7 minutes	TM Hatakeyama (SEN)
	③ " TBD!"	@ to @ minutes	TM Nakamura (TRU)
		Timer's Report	TM Tadokoro (SAK)
16:10	Evaluation Session		TM Enomoto (SAK)
	① First speaker's Speech		TM Osawa (KES).
	② Second speaker's Speech		TM Matsushima (TKU)
	③ Third speaker's Speech		TM Uchizumi (SAI)
	Timer's Report	TM Tadokoro (SAK)	
	Ah Counter's Report	TM Asada Grant (TRU)	
	Grammarian's Report	TM Ogata (TKU)	
	General Comments	TM Enomoto (SAK)	
16:30	Awards Session		TM Cisar (SAI)
	Vote Counter's Report		TBD
16:35	Closing		TM Sasaki (SAI)

Meeting procedure of Saitama TMC's meeting

2009 Joint meeting of Toastmasters club in Area 22 in Saitama

There are many major and minor differences among TMCs. In the 2009 Joint meeting of Area 22, we would like to take Saitama TMC's rule. Please take a look at the following description for your preparation of the meeting.

1. Proceeding of the Meeting

1.1 Opening

- President of Saitama TMC (PSTMC) calls the meeting to order and gives a brief greeting, and introduces Thought for the day (TfD) to audience.
- After the TfD, PSTMC introduces Toastmasters of the day (TOD) and hand the control of the meeting to TOD.

1.2 Introduction of helpers

- TOD gives a brief greeting and introduces Grammarian (GM). Then, GM gives a brief explanation of the role. Then, similarly, Timer (TiM), Ah Counter (AC), and Vote Counter (VC) give a brief explanation of the roles after introductions by TOD.

- TOD leads the meeting to Table Topics (TT) Session, and introduces Table Topics Master (TTM).

1.3 TT Session

- TTM says the first questions prepared in advance by TTM, and then appoints a speaker.
- Appointed speaker answer the questions within 1-2 minutes with plus 15 seconds.
- Similarly, TTM gives 4-5 more questions each by each to 4-5 speakers.
- Before closing the session, TTM asks TiM for TiM's report. Then participants vote for the best TT speaker.
- TTM returns the control of the meeting to TOD.

- TOD leads the meeting to Prepared Speech Session.

1.4 Prepared Speech Session

- TOD introduces the first speaker with a brief introduction if necessary. Then, TOD calls the speaker's name, the speech title, the speech title, and speaker's name.
- Each speaker's timing is according to a speech project.
- After the end of speaker, TOD asks one-minute silence so that participants can write comments on the speech for the speaker.
- TOD presides similarly this session for the second and third speakers.
- Before the end of this session, TOD asks TiM for TiM's report. Then participants vote for the best prepared speaker.

- After the short coffee break, TOD resumes the meeting and leads the meeting to Evaluation Session. TOD hands the control of the meeting to General Evaluator (GE).

1.5 Evaluation Session

- GE gives a brief greeting and explanation of the role.
 - GE introduced the first individual evaluator (IDE) with a brief introduction if necessary.
 - GE presides similarly this session for the second and the third IDE.
 - After the third IDE, GE asks TiM for TiM's report. Then participants vote for the best IDE.
 - GE asks AC and GM for their reports.
 - GE gives general comments on the meeting.
 - Then, GE returns the control of the meeting to TOD.
- TOD leads the meeting to Award Session.

1.6 Award Session

- TOD asks VC to report the best TT speaker, and then gives the award card and trophy.
 - As for the best IDE and speaker, TOD takes the same procedure for the best TT speaker.
- TOD closes the award session and returns the control of the meeting to PSTMC.

1.7 Closing

- PSTMC closes the joint meeting following some comments.

2. Roles

2.1 Toastmasters of the day (TOD)

The most complex and difficult role, the TOD is the Master of Ceremonies for the evening, ensuring that each role is effectively executed and managing the meeting to a timely conclusion (meeting agenda). The TOD's supporting staff members for the evening are the TTM, GE, GM, AC, and TiM.

2.2 Timer (TiM)

The TiM is a member who operates a unique clock with three colored boards (green, yellow, red) and stopwatch. The TiM should keep showing the colored boards to speakers at the following time intervals:

	Green	Yellow	Red
Table Topics	1:00 min	1:30 min	2:00 min
Evaluations	2:00 min	2:30 min	3:00 min "
Speech	5:00 min	6:00 min	7:00 min

There is a 30 second margin on both sides of speeches and evaluations. Table topics have the 30 second buffer only at the high end; a 1-2 minute table topic may run from 1:00 to 2:30.

The TiM announces in each session whether or not speakers are eligible for the voting for the best speaker, best evaluator and best table topics.

2.3 Ah Counter (AC)

The Ah Counter keeps track of the number of times each speaker says "ahs", "ums", and other similar filler words many speakers use. The Ah Counter gives their report near the end of the meeting, listing the number of infractions for each speaker. There is a 10 yen charge for each violation, with a maximum charge per meeting of 100 yen per member. If a member uses the 'word of the day' provided by GM, they are entitled to get a discount of 10 yen.

2.4 Vote Counter (VC)

The club votes for the best speaker, best evaluator, and best table topics response at each meeting. Only members within the prescribed time limits are eligible for the voting. (This is why the Timer gives the report before each vote.) The VC collects the ballots from each member, counts them, and announces the winners in this order: best table topics, best evaluator, and best speaker. And also, VC collects the comment sheet from each member and gives it to speakers.

2.5 Grammarian (GM)

The GM takes two roles. One is to look for grammar errors made by speakers, silly uses of languages (phrases which on closer inspection simply do not make sense). In addition, they are encouraged to make note of unusual positive uses of language, such as descriptive analogies, catchy phrases, clever alliterations, etc. The other is to prepare the word of the day.

2.6 Table Topics Master (TTM)

TTM prepares a series of topics for extemporaneous speeches by members, generally around a theme. Participants speak on a previously unknown topic for 1-to-2-minutes. Guests are sometimes encouraged to participate in table topics. Or if a guest truly prefers, they do not have to participate at all.

2.7 Prepared Speaker

One of the most important roles of the meeting, the prepared speakers (generally three to five per meeting) serve as the core of the meeting. Speeches are usually 5 to 7 minutes, but more advanced speeches can go as long as 10 to 15 minutes.

2.8 General Evaluator (GE)

GE helps us learn to conduct more professional meetings, and improve our evaluations. GE leads the evaluation session and evaluates the quality of the overall meeting, the evaluations and other major roles.

2.9 Individual Evaluator (IDE)

IDE helps us improve our public speaking by providing verbal feedback for each of the prepared speakers. IDE observes a prepared speech, analyzes content and delivery for areas of strength and opportunities for improvement, and presents a 2-to-3-minute evaluation. And also, IDE provides feedback in writing for the speaker. Sometimes, IDE obtains the speech manuscript from the speaker in advance for the preparation of evaluation.

3. Glossary

AC: Ah Counter

GE: General Evaluator

GM: Grammarian

IDE: Individual Evaluator

PSTMC: President of Saitama Toastmasters club

TfD: Thought for the Day

TiM: Timer

TMC: Toastmasters Club

TOD: Toastmasters of the Day

TT: Table Topics

TTM: Table Topics Master

VC: Vote Counter

Document end