

Colleagues,

We are excited to welcome you all to the 26th Annual Gorlok Gala. We have some tournament notes to share with you. Please take a moment to read to the end. The first seven are time sensitive and should be tended to in the next day or two. However, all are important and will be worth reading. Thanks for coming and we look forward to seeing you soon! I can be contacted via e-mail jensen@webster.edu if you have any questions.

Thanks,

Gina Jensen
Webster University

1. If you or anyone on your team has a special dietary need, please let me know asap but by Wednesday evening at 5 pm central at the latest so we have time to let our caterers know.
2. Please be sure to e-mail me a list of your novices by Friday afternoon.
3. Please remember to upload your async links by Wednesday at 12:00 pm Central time. We also need your resume links by Wednesday at 5pm. We will shut down the portal after that time.
4. Please make sure your coaches, judges and students have all verified both their e-mail and phone numbers in forensicstournament.net. Please also make sure that there preference is set to "email" and not "paper".
5. We need to know how many people you will have on campus each day even if they aren't judging or competing for our participation numbers. Changes can be emailed to me.
6. Fee sheets are available and up to date as of Tuesday evening.
7. Early registration will be at the Sheraton Westport Plaza Hotel (the tower not the Chalet this year) from 6:30 to 10:00 pm. The address is 900 Westport Plaza Drive.
8. **Parking** on campus for the weekend will vary by day. Friday schools can park anywhere they can find space. Our garage—Garden Park Plaza at 568 Garden Ave—is a good place to park all weekend. Saturday and Sunday, Lot K and the garage are your best spots. There are surface lots on Big Bend Blvd across from Sverdrup and at the University Center. Please don't park in lot H (University Center) on Saturday as our athletics department has the lot reserved. PARKING...Friday and Sunday any spot not marked as reserved for disabled or specific individuals is open for parking. ***Please note vehicles in any lot OTHER THAN the parking garage, Webster Hall, Garden Plaza surface lot, or the University Center will risk being towed after 4:30 pm Friday and 12:00 pm Saturday afternoon.*** We are not able to help should you receive a ticket or be towed because of a leasing agreement between our Conservatory Theatre and the university.

9. Registration will be in the University Center Friday from 8:00 am to 11:00 and on Saturday from 7:00 am to 8:00 am.
10. Please note that the tournament begins at 8:45 am on Friday. This is a change from the original invitation.
11. Ballots are all online. Please be sure all coaches and judges have a laptop or tablet. It's essential that you use Google Chrome for FTN to work properly.
12. All judges and coaches must have an account on Forensicstournament.net. Please ensure your ballot preference is set to "email" and that you have included a cell number and an email address for each person. If your preference is set to "paper" you won't receive a ballot.
13. All students must also have an account on Forensicstournament.net. Please ensure their ballot preference is set to "email" and that you have included a cell number and an email address for each person. If their preference is set to "paper" they won't receive round information
14. As has become the norm for our tournament, we will be using much of our campus for rounds, especially early rounds Friday and mid-morning Saturday. Please know we are keeping all rooms as close as possible and will try to limit walking whenever possible. We will also centralize rooms as more become available each day. We appreciate your patience. For hard-to-find rooms please note directions in these notes. We also encourage you to find a tournament staff member who will be happy to direct you!
15. It will be essential that debates begin and end on time Friday—especially through 3:45 that afternoon. Our room availability is tight and assumes LD and IPDA rounds running on time. ***LD and IPDA debaters MUST be in their rooms debating at the start of round 1 and round 2! We MUST adhere to our schedule in order to have the rooms assigned to us—PLEASE work to help make this happen! Please make note of rooms for both rounds in LD/IPDA. WE REALLY CAN'T EMPHASIZE THIS ENOUGH!*** Along these lines, there can be **NO POST ROUND DISCUSSIONS FOR THE FIRST TWO ROUNDS OF LD AND IPDA.** We understand the importance of immediate feedback, but *please* respect this rule! Professors will expect rooms to be available for the start of their classes.
16. The IPDA division will use 5-2-6-2-3-5-3 time limits. Following the topic striking, teams will have 30 minutes of preparation time. There are no limits on access to materials, Internet, or pre-round coaching. Only materials prepared during preparation time, as well as the tournament invitation, can be used during the debate.
17. The 30-minute preparation time for IPDA should end with all debaters in rooms ready to debate. **Striking for flight B will begin three minutes after the flight A round is scheduled to begin** to keep rounds on time. An announcement will be made. After a **five-minute grace period, debaters not present in rooms will forfeit debates.** Any debate in which debaters are not in debating chambers within the 35-minute period following topic striking that is brought to the

attention of the tournament director will result in a forfeit to the team not present. ***Walk time or difficulties finding rooms will not be excuses for arriving to rounds after the forfeit period.***

18. Topic striking for IPDA for Friday and Saturday will be in the Sunnen Lounge of the University Center. ***Striking must happen ON TIME! Students in individual events should excuse themselves early from rounds in order to return on time for topic strikes. Any person not present by the end of strikes gives up their ability to strike and their opponent is given the right to choose the topic.*** The person not originally present is responsible to learning what time the topic was selected, and which topic is being debated.
19. We are not able to assign prep or school rooms for debate schools. Schools are welcome to use any tournament space, including classrooms not occupied by non-tournament individuals. Understand that many of our rooms are free for rounds—then reserved for classes before opening back up for later tournament use.
20. Judges—please remember that oral critiques (**not to be part of the first two rounds of any of the debate formats**) should be extremely brief to keep the tournament running on time.
21. IE judges for impromptu and duo improvisation can find topics at the help desk located on Saturday in the University Center and on Sunday in the 2nd floor lobby of EAB—Edward Jones Commons.
22. We will post records for each debate division following tabulation and confirmation of results after each round. These Warm Room results will be posted inside the Sunnen Lounge and on FTN. Other than this, our tabulation room is closed.
23. Our local judge pool is a mix of experienced and inexperienced critics. Most have seen a debate or individual event round, and many have judged for us in the past. At the same time, many will be ***extremely*** unfamiliar with the conventions of our activity—particularly regarding debate speaking rates and context-specific language. We ***urge*** you to ask your debate critics about their backgrounds and plan to adapt to the field of experience your critic brings to the round. They have all received detailed information regarding rules, norms, and sample ballots. You can also ask a Webster tournament staff member about any judges with whom you may be unfamiliar. Please understand that any refusal to adapt to our judges may (and empirically has) result(ed) in our losing judges from our pool. Particularly in our Lincoln-Douglas divisions we are pushed to secure enough judges to compensate for uncovered entries. Losing hired judges may result in elevated fees or restricted entries in the future.
24. Extemp draw will be in room 102 of the East Academic Building, located across from the garage. Internet access is allowed for draw, but Webster power sources are not guaranteed.

25. All debate divisions will advance all debaters with winning records. Absent more winning records than the number of teams/debaters who would advance given division size, the number of advancing debaters will be determined by the sanctioning agency for each format. As of Tuesday afternoon, before knowing the number of winning records in each division, Open NFA-LD will advance to octafinals (winning records may result in partial double octafinals), junior NFA-LD will advance to semifinals or partial quarterfinals, and novice NFA-LD will advance to quarterfinals or partial octafinals. Open IPDA will advance to quarterfinals, junior IPDA will advance to quarterfinals or partial octafinals, and novice IPDA will advance to octafinals or partial double octafinals. At this point ***all*** debate divisions will have their first elimination round when their format's first round is scheduled. All elimination rounds will be seeded in brackets that will not be broken. We will also hold elimination rounds concurrently with other tournament events when a lack of student conflicts allows. This often happens Saturday afternoon.
26. All school judges are obligated up to and including the first full elimination round in debate and one round past where their last debater is eliminated.
27. For wireless access, follow these instructions...
- Go to WU_Guest
 - Click on the link at the bottom that says register for access.
 - Enter your name and email address.
 - You will be sent a confirmation email with a temporary username and password that is good for 8 hours. You can return to WU_Guest and enter this information. If you are with us Sunday as well, you can repeat this process.
 - Once you have done this, just click connect and you will be connected to the Wi-Fi
28. Many debate judging philosophies are available at forensictournament.net.
29. Impromptu and extemp will advance to a semifinal round. Interviewing will have three rounds and no final round. All other individual events will advance to finals. All elimination rounds will be seeded in brackets that will not be broken. Prompts for finals in extemp will be editorial cartoons.
30. Debaters who end up being double-entered in individual events and debate Sunday morning will compete in their individual event first, and then move on to their debate round. In the instance that we schedule any debate concurrently with Saturday IE semifinals, cross-entered students will also perform their IE(s) first.
31. Friday's dinner will be served in the basement of the University Center starting at 5:45 Friday night. Saturday's lunch will be served in the Sunnen Lounge in the University Center and at 12:00 Saturday afternoon. Debaters and critics double entered in both debate formats should self-identify themselves as such and move to the beginning of the line; there is a small window during which these individuals can eat. Saturday's breakfast will be served in the Sunnen Lounge. Sunday's breakfast will be served in the 2nd floor lobby of the EAB.

32. We will headquarter in the UC Friday and Saturday and in the East Academic Building on Sunday.
33. Awards on Sunday will be on campus in the Community Music School's Auditorium. This is next to the EAB.
34. Please remove all files and materials from the UC Saturday night. The University Center is closed Sunday.
35. Our University Center staff is more than gracious. At the same time, we ask that you direct your questions to our staff at our forensics help table whenever possible. Copying is **not** available through the front desk of the University Center.
36. Rules for Improvisational Pairs:
Preparation time is three minutes. ***Preparation time is separate from performance time.***
Performance time must be a minimum of three minutes and a maximum of six with a 30 second grace period. The judge should clarify with the students before they begin how time signals will be communicated and must then give hand signals as the contestants are performing to help them stay within the time limit. No make-up, costumes, props, or lighting are permitted, but a table and/or two chairs may be used. Doors and walls are considered props and must not be used. The scene must contain only two characters with equal sharing of dialogue. An introduction by one or both students is **REQUIRED** to set the scene, and a resolution of the conflict must be evident at the end of the scene. Excessive profanity, sexual innuendo, or excessive physicality (i.e. pushing, shoving, and striking) will not be tolerated. Contestants are to remain outside of the room until it is their time to perform. Once they have finished with their performance they must remain in the room until the round is complete.
37. The tabroom will be in the UC Conference Room on Friday, 239 Sverdrup on Saturday, and 239 East Academic Building on Sunday.

About Rooms....

Our Instructional Technology Department has been overly accommodating in reserving computer labs for our use. It is ***essential*** that these rooms have all food and drink refuse disposed of. Additionally, these rooms must be vacated by the times posted on their windows. We risked losing these rooms because of teams in the past not leaving the labs when requested. Please help us continue to be able to use these rooms for future tournaments.

The Sverdrup Building is newly remodeled. It is ***imperative*** that you not move chairs or tables in the atrium areas, nor move chairs out of rooms. We will not be allowed to use this building in the future if these rules are not followed. Please avoid unplugging or adjusting computers in the rooms or on the tables.

Similarly, the ISB is our newest building. There is extreme resistance to allowing use of these

rooms. Please keep all chairs in rooms and return spaces to their original form when you leave them. Again, we will not be allowed to use this building if these rules are not followed.

Our library staff has been gracious enough to extend their hours and relax their study room reservation policies to accommodate our tournament. There are some notes about the library that will allow us to use the building in the future...

- Drinks are welcome in the library, but they should be covered. Snacks are OK, but only in the meeting rooms.
- Please clean up meeting rooms after your rounds. If you have borrowed chairs for the smaller rooms, return them. Throw trash away.
- Please avoid congregating in the spiral stairway on the second floor. Preparation time for debates can be in the side stairwells, in the lower level café, or at any of the tables in the library itself.
- Please respect that our third and fourth floors are designated “quiet” floors. Find rooms or corners away from library patrons who may be studying.
- We understand that some of the library rooms are small. We are using small rooms as last resorts in order to manage the tournament and not turn away entries.

Finally and perhaps most importantly—we are using a variety of rooms in places that are typically not made available to campus groups. If there is a note in the room or on the door regarding treatment of the room, ***please follow those instructions!*** Each year we come dangerously close to having to limit entries in order to accommodate our room challenges. We can ill-afford losing any rooms because of mis-use.

Hard to find rooms...

- **A note about Webster Hall...** When you come in the back of the building (the end facing Sverdrup and Big Bend Blvd.) you are on the “0” floor. Rooms 100 or above are upstairs from this basement floor.
- **WEBH 1st Floor Aud**—This is the Winifred Moore Auditorium and sits down a short hallway in the middle of the first floor of Webster Hall.
- **EAB** – This is the academic building that houses the largest number of competition rooms. It sits across from our parking garage. PLEASE respect the classrooms in this building. We are very proud of this facility and any damage or excessive mess in this building will result in our not having its use. This will mean significant limits in future tournament entries.
Alumni—This is our Alumni House. It sits across the street from the EAB and next to the WVA Clubhouse. There is a lettered room upstairs. “Living” and “Dining” designate the two rooms on the main floor as you walk into the house. Please enter quietly as these rooms are not separated from one another without some sound bleed over.