

## **BRIEF GUIDE TO MANAGING ROUNDS**

### **FOR TEAMS AND MODERATOR**

- Food or beverage is allowed ONLY in the lobby of the Watt Family Innovation Center. Not in any other rooms.
- Each team should have in front of them on the table pens and a pad of paper.
  - No external resources of any kind. If teams use a timer, it can't be a phone or iPad-like. It has to be a silent timer; you can time only your own team. Moderator time is official time.
- Before the round begins, moderator introduces participants – teams, judges, and moderator (self).
- Coaches cannot signal or gesture to their team in any way during the round.
- Teams cannot substitute team members or team composition during a round. If a participant leaves, they cannot come back into the round competition until the next case.
- While a team is conferring, the other may also confer. Teams should speak softly, as quietly as possible. Conferring must terminate when the presenting team is ready to present.
- If there is uncertainty about a rule or protocol, **PAUSE THE ROUND** and ask a member of the audience to summon an official. There should be an official assigned to each floor, however, if you cannot locate one in a timely manner, send a runner to the lobby level registration desk.

### **FOR MODERATORS**

1. Stick to the script for the sake of accuracy and fairness to all teams.
2. While teams are presenting it is vital for you to monitor time carefully.
3. **DO NOT** open the first case until you flip a coin to determine which team goes first.
4. Distribute the first case to the teams, along with the question.
5. Read the question aloud so everyone can hear it.
6. Teams have a 2 minute conference time for first case.
7. Teams have a 10 minute presenting time for first case. Give teams a verbal warning at 3 & 1 min. remaining.
8. 1 minute conference time for team 2.
9. 5 minutes for team 2 to respond to team 1's presentation. Give teams a verbal warning at 3 & 1 min. remaining.
10. 1 minute conference time for team 1 to respond to team 2 commentary
11. 5 minutes for team 1 to respond to team 2's commentary. Give teams a verbal warning at 3 & 1 min. remaining.
12. 1 minute for judges to confer with each other about questions. Give teams a verbal warning at 3 & 1 min. remaining.
13. 10 minutes for all three judges to ask questions of team 1. Give teams a verbal warning at 3 & 1 min. remaining.
14. Next, open the case 2 envelope and distribute the cases to the teams.
15. **REPEAT** steps 5-13 above for case 2, only now with team 2 presenting, team 1 commenting, and team 2 replying.
16. Ask the judges, one by one, to display the score for team 1; then will do the same for team 2.
17. Write down the official scores on the Moderator's Score Sheet and ask team coaches (or team member, if coach not present) to sign as verification.
18. Ask the judges, one by one, to display the score for team 1; then they will do the same for team 2.
19. Write down the official scores on the Moderator's Score Sheet and have the teams sign as verification.
20. Inform the teams of how much time they have before their next rounds and which room numbers they are in, respectively.

### **FOR JUDGES**

1. Record scores for team 1 on the left side of the sheet.
2. Record score for team 2 commentary on the right side of the score sheet.
3. Record team 1's response to team 2's commentary on the left side of the sheet.
4. Record team 1 response to judges on left side of sheet.
5. **DO NOT DISPLAY SCORES>**
6. Remember that team 1 scores are written on left, team 2 scores are written on the right.
7. Once you have added the scores for each team, write the total score for team 1 on a sheet of blank paper and the score for team 2 on another blank sheet of paper.