



PUBLIC SPEAKING COMPETITION

For Young People from Schools and Youth Organisations

**Entrants must be at least 15 and under 18 years on the 31 August
2023**

(Northern Ireland 2 July 2023)

Guidelines

Public Speaking Convenors

2023/24

Insert Sponsor(s) logo(s) if appropriate

Business and Professional Women UK (BPW UK) invite schools and youth organisations to enter teams of three in their **PUBLIC SPEAKING COMPETITION**.

The competition is a public meeting in miniature with an audience.

BPW clubs, areas or groups of BPW members organise competitions with a minimum of three teams entered, from a minimum of two schools or two youth organisations. There are heats at local and area level which have their own timescales for entries. The winners and runners-up from each area compete in the BPW UK Inter-Regional Public Speaking Championship which is held in March/April each year.

It is possible for schools or youth organisations to enter more than one team.

Results of area heats/final must be notified to the Public Speaking Taskforce immediately after the competition has taken place.

TEAMS

Each team will consist of a **Chairman**, a **Speaker** and an **Expresser of Thanks**. **The Speaker will take the platform with a team other than his/her own.**

The Speaker will be assessed as part of his/her own team e.g., the speaker of the ABC Team will be judged with the other members of the ABC team. Team members will be assessed individually and as an overall team.

AGE LIMITS

Entrants must be at least 15 years and under 18 years on the 31 August 2023 (dates of birth between 31/08/2005 and 01/09/2008). (For Northern Ireland 02/07/2005 and 02/07/2008)

SUBJECT

The subject will be the team's own choice but **MUST** concern **CURRENT PUBLIC AFFAIRS OF NATIONAL OR INTERNATIONAL INTEREST** and must not conflict with the aims of BPW UK. As one of the judges' criteria this is particularly important in the first round of the competition.

The subject must remain the same throughout each round of the competition but may be updated or refined.

FORMAT

The Team consists of:-

- a **CHAIRMAN** who opens the meeting on receipt of a signal from the judges and introduces the speaker. After the Speaker, the Chairman then invites questions from the floor. It is good practice for the Chairman to ask a question and should be prepared to do so, especially if no questions come from the floor. The Chairman is responsible for ensuring questions are managed within the time limit. The Chairman then calls on the Expresser of Thanks before closing the meeting. The Chairman will have overall responsibility for the timing of the mini meeting. See top tips.
- a **SPEAKER** *from another team* who speaks on their chosen subject and answers at least two questions.
- an **EXPRESSER OF THANKS** who thanks only **the Speaker** and **MUST NOT** thank BPW or the sponsors.

Neither the Chairman nor the Expresser of Thanks should detract from the Speaker or make a speech themselves.

The order of presentation will be determined ahead of the competition heat.

The draw for Speaker will be made in advance of the competition and announced on the day. Teams will be allowed time before the start of a competition to familiarise themselves with the change in Speaker.

The Team must remain the same throughout the competition, however in the case of an emergency a reserve in a team is acceptable. Notification of any change must be given as soon as possible.

TIMING

A total of **15 minutes** including time for questions will be allowed to each team. Minor timing problems should not be penalised but **MARKS MAY BE DEDUCTED** for serious overall timing variations. A **suggested** structure for timings could be:

Chair's introduction	2 minutes
Speaker	6 minutes
Questions	4 minutes
Expresser of thanks	2 minutes
Chair's closing remarks	1 minute

QUESTIONS

Each speaker is expected to respond **within the time limit** to answer a minimum of two questions to a maximum of four from the audience. These must not come from the supporters of the speaker's team. **The Chairman must repeat the question to the Speaker. At least one question will come from the floor. It is good practice**

for the Chairman to ask a question and should be prepared to do so, especially if no questions come from the floor The Chairman is also responsible for ensuring questions are managed within the time limit

ASSESSMENT

The panel of three judges should consist of people with different experiences of public speaking, one of whom will act as Chairman. **It is recommended that the Chairman has previous experience and/or knowledge of adjudicating BPW public speaking competitions.** The proposed Chairman should be notified in advance of the competition that they have been nominated to undertake this role given the opportunity to accept or decline.

If judges are new to the competition or haven't judged for some time convenors should consider checking that they understand the format and judging criteria in advance of the competition.

- they should not be associated in any way with a competing school or youth organisation or with earlier rounds of the competition
- judges should be seated together, either at the back of the hall, in the central gangway and where they have a clear view of the competitors
- the use of the standard marking sheet is mandatory at all levels
- judges should be encouraged to allocate marks during the competition rather than leave until the end
- the use of the attached marking matrix may provide additional guidance on marking. Appendix D

The points set out on the standard marking sheet are considered when assessing a team's performance.

However, speeches should not be delivered as a dramatic performance. Teams are reminded that this is a public meeting in miniature.

The guidelines are couched in general terms to give teams the opportunity to interpret them in their own way. Anything which one might reasonably expect at a public meeting is permissible.

There are no rules governing:

- the use of a lectern
- the use of props

Teams should not be penalised because of the judges' preference in such matters.

When delivering the results of their adjudication the judges are asked, when making their remarks, to remember that teams have entered voluntarily and to ensure the comments are relevant, positive, constructive and helpful. It will be expected that all three judges may be given the opportunity to speak. A summary of judges' comments will be made available if requested in writing to the Public Speaking Co-Ordinator following the competition heat. (***email of co-ordinator***)

DUKE OF EDINBURGH AWARD SCHEME

Participation may be counted as a skill for assessment within the Award. It is permissible for 3 months' activity to be acknowledged retrospectively at the time of purchase of the record book via the Regional Officer for the Scheme.

PRIZES

BPW UK clubs, groups and areas will make their own arrangements for prizes.

PUBLICATION OF PHOTOS FROM BPW PUBLIC SPEAKING COMPETITIONS

The publication of photos is permitted but MUST comply with GDPR Rules and BPW UK guidance as detailed below:

Filming/videoing Public Speaking Competitions is NOT permitted.

Taking photos during the competition is not permitted but can be taken before the competition commences and/or after it is finished.

Under GDPR rules taking a photo of someone is part of their personal data so MUST follow their rules.

If an area wishes to take photographs to post or line or use in any other media you MUST have the appropriate written permissions. As all participants will be under 18 on 31 August (2 July for NI) permission must be sought from a parent. A recommended format is attached at Appendix A. Teachers will be required to give their permission

If photos of the audience are being taken and will be published or used in other media their written permission will also be required. Public Speaking Convenors may decide which option they prefer to use.

- The first option is to use a register – a suggested format is attached at Appendix C for people under the age of 18. Appendix D is a suggested format for adults.
- Alternatively each individual can sign a form. For young people (under the age of 18) the format at Appendix A can be used. For an adult use Appendix B.

It is recommended that the forms for participants, teachers and judges are signed well in advance of the competition.

It is recommended to have sufficient copies of each form for completion prior to the start of the competition.

As part of the introduction to the competition the audience must be advised that parents can take photos of their daughter or son and post them online but if anyone else's daughter or son is in the photo they must seek permission from the respective parent in writing. If there are other adults in the picture and it is to be posted online their permission is required in writing.

AIMS OF BPW UK

To encourage women to achieve their full potential in all aspects of their life by:

- working for women's economic independence and equality of opportunity and representation in economic, civil, political and work life
- encouraging and supporting women and girls to develop their professional and leadership potential through education and training and use their ability to the benefit of others
- advocating the elimination of discrimination against women, human rights and the use of gender-sensitive perspectives
- undertaking world-wide networking and cooperation between business and professional women presenting their views to international organisations, agencies, business and other major groups

Membership of BPW (insert region/area) is open to women who share the aims and vision of BPW. You would be very welcome to join us.

For further details on how membership could provide you with opportunities to meet like-minded women and benefit from activities which could help your personal and career development, please contact our website <http://www.bpw.org.uk> or contact BPW (name of area, contact name and email address)

Correspondence to: BPW UK, 74 Fairfield Rise, Billericay, Essex CM12 9NU
Tel No: 01277 623867 Email: hq@bpwuk.org.uk Website <http://www.bpw.org.uk>



Date

Dear Parent,

Your daughter/son is participating in one or more of the following BPW Public Speaking events, area heat, area final and BPW UK Inter-Regional Public Speaking Championship during the school year 2023/2024.

We would like to take photos of the participants and under GDPR rules we are required to seek your written consent to agree or disagree for your daughter/son to be photographed.

Media Consent

Your consent is sought for the potential use of the images from the event by BPW UK, on social media and marketing material in future.

[1] BPW UK may use the photos on their website and on social media, including YouTube.

[2] BPW UK may use the photos offline such as in their newsletter, leaflets etc.

[3] My photos may be used for promotional materials, publications, in articles and potentially for publicity/marketing purposes.

[4] Photos may be shared with media or local press.

[5] You can withdraw consent for this at any time by mailing hq@bpwuk.org.uk.

(Note: this will not apply to materials already published. BPW UK cannot control the already published materials or recall them.)

I give my consent/do not give my consent for my daughter/son. Please circle the appropriate answer.

Name..... Daughter/Son

Signed..... Date.....



Date

Dear ,

We would like to take photos of the participants/guests at BPW Public Speaking area heats, area final and BPW UK Inter-Regional Public Speaking Championship during the school year 2023/2024. Under GDPR rules we are required to seek your written consent to agree or disagree to be photographed.

Media Consent

Your consent is sought for the potential use of the images from the events by BPW UK, on social media and marketing material in future.

- [1] BPW UK may use the photos on their website and on social media, including YouTube.
- [2] BPW UK may use the photos offline such as in their newsletter, leaflets etc.
- [3] My photos may be used for promotional materials, publications, in articles and potentially for publicity/marketing purposes.
- [4] Photos may be shared with media or local press.
- [5] You can withdraw consent for this at any time by mailing hq@bpwuk.org.uk.
(Note: this will not apply to materials already published. BPW UK cannot control the already published materials or recall them.)

I give my consent/do not give my consent. Please circle the appropriate answer.

Name.....

Signed..... Date.....

