**Competive Event Flow Charts**

**ILC 2019**

* Event flow charts are designed to help competitive events run on time, using a clock.
* When flow charts are provided, event personnel will use a clock to coordinate the time for movement from one part of the event to the next.
* Before the event begins, event personnel should synchronize their watches as needed, or use the clock on their cell phones.
* CELL PHONE “heads up” – If personnel plan to use their cell phones to assure the event is timed correctly, they should tell competitors about this during the event orientation, and remind competitors that competitors may NOT use cell phones FOR ANY REASON during the event. The phone should be placed on airplane mode to avoid disruptions (notification pings, etc…).
* Competitors should have access to the flow chart, and should be told their starting/stopping time.
* If a break is needed or the time is off, event personnel may choose to skip an entire row of times on the flow chart to get back on time.
* Round Two events that use a flow chart include:
* Creative Problem Solving
* Forensic Science
* Parliamentary Procedure
* When a flow chart is NOT provided, the event is generally timed with a stopwatch.
* Space is provided on the Flow Chart to write in the competitor/team number or name.

**Parliamentary Procedure Flow Chart**

**Friday, June 21 @ 8:30 – 11:30 am ★ Section # 1 ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team #** | **Preparation Room 1:**  **Contemporary**  **Fantasia Ballroom N**  **(12 min)** | **Presentation Room 1:**  **Contemporary**  **Fantasia Ballroom P**  **(9 min)** | **Completing the Secretary Minutes**  **(1 min)** | **Judges Finish Rating Sheet**  **(2 min)** |
|  | 8:31 – 8:43 am | 8:45 – 8:54 am | 8:54 – 8:55 am | 8:55 – 8:57 am |
|  | 8:43 – 8:55 am | 8:57- 9:06 am | 9:06 – 9:07 am | 9:07 – 9:09 am |
|  | 8:55 – 9:07 pm | 9:09 – 9:18 am | 9:18 – 9:19 am | 9:19 – 9:21 am |
|  | 9:07 – 9:19 am | 9:21 – 9:30 am | 9:30 – 9:31 am | 9:31 – 9:33 am |
|  | 9:19 – 9:31 am | 9:33 – 9:42 am | 9:42 – 9:43 am | 9:43 – 9:45 am |
|  | 9:31 – 9:43 am | 9:45 – 9:54 am | 9:54 – 9:55 am | 9:55 – 9:57 am |
|  | 9:43 – 9:55 am | 9:57- 10:06 am | 10:06 – 10:07 am | 10:07 – 10:09 am |
|  | 9:55 – 10:07 am | 10:09 – 10:18 am | 10:18 – 10:19 am | 10:19 – 10:21 am |
|  | 10:07 – 10:19 am | 10:21 – 10:30 am | 10:30 – 10:31 am | 10:31 – 10:33 am |
|  | 10:19 – 10:31 am | 10:33 – 10:42 am | 10:42 – 10:43 am | 10:43 – 10:45 am |
|  | 10:31 – 10:43 am | 10:45 – 10:54 am | 10:54 – 10:55 am | 10:55 – 10:57 am |
|  | 10:43 – 10:55 am | 10:57 – 11:06 am | 11:06 – 11:07 am | 11:07 – 11:09 pm |
|  | 10:55 – 11:07 am | 11:09 – 11:18 am | 11:18 – 11:19 am | 11:19 – 11:21 am |

*12 minutes to prepare + 2 minutes to move from prep room to presentation room*

*9 minute meeting demonstration*

*1 minute to complete minutes*

*2 minutes for judges to complete rating sheets*

**Parliamentary Procedure Flow Chart**

**Friday, June 21 @ 8:30 – 11:30 am ★ Section # 2 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team #** | **Preparation Room 2:**  **Contemporary**  **Fantasia Ballroom Q**  **(12 min)** | **Presentation Room 2:**  **Contemporary**  **Pastoral 3**  **(9 min)** | **Completing the Secretary Minutes**  **(1 min)** | **Judges Finish Rating Sheet**  **(2 min)** |
|  | 8:31 – 8:43 am | 8:45 – 8:54 am | 8:54 – 8:55 am | 8:55 – 8:57 am |
|  | 8:43 – 8:55 am | 8:57- 9:06 am | 9:06 – 9:07 am | 9:07 – 9:09 am |
|  | 8:55 – 9:07 pm | 9:09 – 9:18 am | 9:18 – 9:19 am | 9:19 – 9:21 am |
|  | 9:07 – 9:19 am | 9:21 – 9:30 am | 9:30 – 9:31 am | 9:31 – 9:33 am |
|  | 9:19 – 9:31 am | 9:33 – 9:42 am | 9:42 – 9:43 am | 9:43 – 9:45 am |
|  | 9:31 – 9:43 am | 9:45 – 9:54 am | 9:54 – 9:55 am | 9:55 – 9:57 am |
|  | 9:43 – 9:55 am | 9:57- 10:06 am | 10:06 – 10:07 am | 10:07 – 10:09 am |
|  | 9:55 – 10:07 am | 10:09 – 10:18 am | 10:18 – 10:19 am | 10:19 – 10:21 am |
|  | 10:07 – 10:19 am | 10:21 – 10:30 am | 10:30 – 10:31 am | 10:31 – 10:33 am |
|  | 10:19 – 10:31 am | 10:33 – 10:42 am | 10:42 – 10:43 am | 10:43 – 10:45 am |
|  | 10:31 – 10:43 am | 10:45 – 10:54 am | 10:54 – 10:55 am | 10:55 – 10:57 am |
|  | 10:43 – 10:55 am | 10:57 – 11:06 am | 11:06 – 11:07 am | 11:07 – 11:09 pm |
|  | 10:55 – 11:07 am | 11:09 – 11:18 am | 11:18 – 11:19 am | 11:19 – 11:21 am |

*12 minutes to prepare + 2 minutes to move from prep room to presentation room*

*9 minute meeting demonstration*

*1 minute to complete minutes*

*2 minutes for judges to complete rating sheets*