

***Schools & competitors are held responsible for knowing all information on this sheet!***

## General Tournament Information:

- Visit our tournament-specific website with many valuable resources: [stanfordhst.com](http://stanfordhst.com)
- Sign up for real-time tab updates (individualized texts/emails for all rounds): [stanford.tabroom.com](http://stanford.tabroom.com)
- Searchable campus map for all buildings/rooms: [campus-map.stanford.edu](http://campus-map.stanford.edu)

**Help Desk:** You may visit the Help Desk in person for serious problems, *but you may ALSO (in preferred order):*

- **Submit problem reports electronically** via [stanfordhst.com](http://stanfordhst.com) for the following problems: missing/late team/judge, room occupied, room locked, general problem. We'll send instructions via text or call (allow a few minutes).
- **Text us at 650-241-8999.** We're staffed with several people to answer texts, but allow time for a response (we get many texts when a round is starting). Electronic reports via [stanfordhst.com](http://stanfordhst.com) are preferable to texts.
- **Call us at 650-241-8999.** If we don't answer, try again or send us a text message rather than leaving a voicemail. If we can't answer, we won't have time to hear your message! Call only as a last resort or in an emergency!

## Locations:

- **Help Desk (Stanford campus):** in front of the Stanford Bookstore (facing White Plaza)
- **IE issues / assistance (Saturday @ Marriott):** see the judges or tab room at the Marriott (in the Hall of Cities)
- **IE & Congress Awards (Sunday):** Cubberley Auditorium, Education Building
- **Parli Prep Room:** 200-002 (History corner / Northeast corner of main quad)
- **Student Food:** Tresidder Student Union and Old Union buildings, various restaurants available
- **JV Lincoln Douglas debate judges:** 370-370 (Building 370, Room 370) – morning check in only, then to 420-040
- **all Parliamentary judges:** 420-041 (Building 420, Room 041 [basement])
- **all Public Forum judges:** 420-040 (Building 420, Room 040 [basement])
- **Congress judges & competitors:**
  - Saturday: Bishop Auditorium in Lathrop Library
  - Sunday: Lathrop Library 299
- **IE judges (SUNDAY ONLY):** Bishop Auditorium in Lathrop Library

## Safety, Security & Professional Behavior:

- **Safety:** The Stanford Campus is relatively safe, but we urge all participants to proceed directly to and from their rounds, and to avoid loitering in dark or secluded areas. **In an emergency situation, always call 911 first and contact the Help Desk staff second!** Any health or safety problems should be immediately brought to the attention of the Help Desk staff, who will assist in arranging for professional aid as needed.
- **Appropriate Behavior with Minors:** No judge, coach or other adult at the tournament should ever be in a closed room alone with a single minor student. Rooms should NEVER be locked during a round for any reason. In speech prelim rounds, judges must ensure that at least one other person in addition to the performing student is present in the room at all times. In speech events other than duo, we ask that the competitor speaking second (or a later speaker) be in the competition room for the first competitor's speech, and that each competitor stays in the room during the subsequent speaker (ex during the 7<sup>th</sup> competitor's speech the 6<sup>th</sup> competitor observes).
- **Equity & Inclusion:** Equity is the concept of striving to create a respectful debating environment where everyone is able to compete. This looks like checking unconscious bias against certain types of arguments or the people making them, avoiding generalizations about groups of people, and not attacking individuals for any reason.

**Problems Regarding Rounds, Judges and Pairings:** Failure to notify the Help Desk promptly (instructions above) reduces the likelihood of favorably resolving issues. For assistance contacting the Help Desk, you ask anyone wearing "Stanford Debate Society" apparel. The following issues should be addressed promptly and directly to the **Help Desk:**

- **Participant Is Not Posted on Pairings:** Contact the Help Desk, and we will coordinate with the tab staff.
- **Room is locked:** Report the problem via the form at [stanfordhst.com](http://stanfordhst.com), or alternatively contact Help Desk. We will research and contact you with instructions. All competitors & judges MUST stay, please don't separate!

- **Cannot Find Building/Room:** If after checking a map and searching for the room, you still cannot locate your assigned round, IMMEDIATELY ask any Stanford Debate member or contact the Help Desk for detailed directions. Lost competitors who do not consult the Help Desk in a timely fashion are unlikely to receive any sort of tab room accommodation. We won't impact the competitive balance of the tournament with byes.
- **Classroom In Use:** If the assigned room is in use during the time allotted for competition, DO NOT INTERRUPT. If it is another debate round, wait 10 minutes past posting time and then contact the help desk (via electronic forms or text). If it is a class or other non-tournament event, contact the help desk immediately!
- **Interruption:** If someone attempts to interrupt your round, inform them about the tournament and direct them to contact the Help Desk. Our staff will handle any potential conflicts; do not do so on your own!
- **Anything strange / irregular:** Sometimes strange things happen. If your judge falls asleep during your round (we hope not!) or your assigned room is freezing cold, for example, inform the Help Desk.
- **Same Judge assigned again:** A judge shouldn't hear you speak twice in a given event in prelim rounds. If this concerns you, contact the Help Desk BEFORE speaking. Once you speak you will not be reassigned, nor we will authorize a rerun of any round once strategies are tipped & outcomes seen.

### Other Important Information:

- **Room nomenclature:** Stanford rooms follow "Building-Room" format ex 200-002 is "Building 200, Room 002."
- **Academic buildings:** Food/drink is not allowed in academic buildings. Students may not loiter in hallways before/after rounds, or make noise above a quiet conversation level anywhere in an academic building!
- **Ballots:** All events use e-balloting. **Be sure to submit ballots immediately after each round so that tab receives the decision and scores, comments can be updated subsequently once the decision has been submitted.**
- **Postings:** Postings are online at [stanford.tabroom.com](http://stanford.tabroom.com) unless otherwise announced. Please sign up to follow yourself via tabroom.com! The campus is very large & paper postings don't work very well.
- **Standby Judges:** Standbys should wait in the Judges Room for at least 20 minutes after pairings – you may still be assigned a ballot! More instructions will be given in the judging room, including explicit approval to leave.
- **Timeliness:** Stanford Debate views adherence to the schedule as the responsibility of the participating community. If students are late to rounds, or judges delay turning in ballots, this delays the tournament for all.
- **Questions / Problems:** All questions or potential problems should be brought to the Help Desk immediately. Failure to report problems promptly to the Help Desk risks forfeit of the round in question.
- **Double Entries (IEs):** It's your responsibility to arrive on time, so please rush between rounds. Please notify the judge in the second event of your double entry status. Go to your event of top priority first if your placement is similar in both events (e.g. if you are third speaker in both), otherwise go to the room where you speak sooner.
- **Smoking/Vaping:** Stanford University's [Smoke Free Environment](#) policy refers to an environment that is free of smoke from, among other things, tobacco products and/or vapors from electronic smoking devices, and prohibits smoking inside of or within 30 feet of buildings, windows, covered walkways and ventilation systems.
- **Judges / Coaches Lounge:** For all events on campus, go to the courtyard behind the debate judge rooms (420-040/041). For IEs on Saturday the Judges Room at the hotel will be announced, and on Sunday will be in Bishop Auditorium. Congress judges please stop by the 420 courtyard when not in the Congress room for food and drinks. Come by for hospitality and the snacks, plus the quality conversation of your peers!
- **Packets and Awards:** **No awards will be released until the awards ceremony on Sunday**, as was indicated in the tournament invitation. If you insist on leaving before the awards ceremony, then it is your responsibility to arrange for another school to pick up your awards, since **we do not mail awards or ballots after the tournament**. Ballots and all results will be posted online at [stanford.tabroom.com](http://stanford.tabroom.com) during and after the tournament.