

25th ANNUAL BLUE KEY SPEECH & DEBATE TOURNAMENT

SUPPLEMENTAL OFFICIAL TOURNAMENT RULES CONCERNING COMPUTER USE IN THE EXTEMPORANEOUS SPEAKING PREP ROOM

The Blue Key Speech & Debate Tournament will now allow the use of computers in Extemp prep. Schools that wish to take advantage of this option must, however, fully comply with the following supplemental rules:

1 Overview and General Requirements

- 1.1 Any school with an Extemp entry that wishes to use a computer in prep must inform the tournament director via e-mail by midnight on October 15, 2008.
- 1.2 Students may either use electronic files, or paper files, but may not use both. Teams or groups of students on the same team may share either paper or electronic files, but each student may only use one or the other for the duration of the tournament.
- 1.3 Students will need to provide their own portable laptop computers and will be completely responsible for them at all times. Neither the tournament nor the University of Florida will provide computers for participant use.
- 1.4 Students may not impose on tournament staff to accommodate their computer use in any way beyond what is expressly provided for in these rules.
- 1.5 Access to electrical outlets is not guaranteed. Students are solely responsible for any power or battery management issues that may arise with the use of their computers during the tournament.

2 Technical Specifications

- 2.1 A “compliant computer” is one that complies with each of the applicable rules governing the use of computers in Extemp prep.
- 2.2 Laptops must be PCs running Microsoft Windows XP or Vista, and may not be Macs.
- 2.3 Ethernet adapters must be disabled during the entire tournament, and students must know how to disable their Ethernet adapters themselves.

- 2.4 Laptops must be equipped with a light that indicates whether internet connectivity or the network card is enabled/active.

3 Organizing and Preparing Electronic Files

- 3.1 Electronic files will be subject to ALL of the same rules as paper files, including those related to highlighting, cutting, and inspection.
- 3.2 A “compliant flash drive” is one that complies with each of the applicable rules governing the use of computers in Extemp prep.
- 3.3 Electronic files must only be stored on an external flash drive and the file structure must, to the greatest extent practicable, mirror that of traditional paper files.
 - 3.3.1 Each source must be saved individually as an electronic file, either as a .pdf file, or as a common image file (.jpg, .tiff, .bmp). Files **may not** be saved in the native file format of a word processor, for example, MS Word (.doc/.docx), WordPerfect (.wpd), notepad (.txt), or wordpad (.rtf).
 - 3.3.2 All electronic files must be organized hierarchically in folders based on topic, theme, or subject matter.
 - 3.3.3 Electronic files may not be saved in any other location on the computer, and there may not be any other files on the flash drive other than organized electronic Extemp files.
- 3.4 Every source must have an accompanying full citation in a generally accepted professional citation format. Each citation must include enough information for the source to be verified, which at a minimum must include the source name, author (where available), and date. If the source cannot be easily verified based on that information, additional information is required.

4 Computer Use Guidelines and Restrictions

- 4.1 No students will be permitted to connect their computers to the internet during the tournament—doing so may result in disqualification regardless of whether or not the internet is actually accessed.
- 4.2 The use of computers to retrieve electronic files must, to the greatest extent practicable, mirror the retrieval of traditional paper files.

- 4.2.1 Students may only use computers to retrieve electronic files that are compliant with these rules, from a compliant external flash drive.
- 4.2.2 Students may not use computers to take notes, prepare speeches, or for any other reason.
- 4.2.3 All files must be accessed without the assistance of data management software or any method using metadata. Files must be accessed directly from their absolute path on the flash drive.
- 4.2.4 Students will not be permitted to use any search functions either to retrieve files or to find anything within them.
- 4.3 Both the flash drive and the computer itself will be subject to inspection by tournament officials.
 - 4.3.1 Competitors will always be informed immediately before an inspection.
 - 4.3.2 If necessary, an inspection may take place outside the presence of the competitor.
 - 4.3.3 If a finding of compliance cannot be made in a reasonable amount of time, the use of a particular computer or electronic files shall be limited or revoked.
 - 4.3.4 The inspection process may also result in the disqualification of a competitor from the tournament or specific rounds.
 - 4.3.5 As with all tournament rules, the interpretation, and application of these supplemental rules falls entirely within the discretion of the tournament director.