



A guide to in-person Forensics - PFAT 2023

Dear Participants, Judges, and Coaches,

Welcome to this year's Pan-Hellenic Forensics Association Tournament! Every year, the PFAT is an opportunity to perform, to communicate, and to meet highly talented young people. After two years of being online, it's time to meet again in person! We are very excited to see you face-to-face, and to host you in our School. But, we know that in-person Forensics will be a new experience for many of us.

This guide aims to provide some information that may come in handy when navigating this year's PFAT. Our Volunteers will be available, and easily spotted in their yellow t-shirts, to assist you throughout the tournament.

We look forward to welcoming you to Athens College!

All the best,

PFAT 2023 Organizing Committee

Venue:

- Main building: The competition building is called **Benakio**. This is where you'll spend most of the competition, as both the practice rooms and the competition rooms are in this building.
 - Ground Floor: Practice Rooms, Information Desk, and Nurse
 - 1st Floor: Competition Rooms for Duet Acting, Impromptu Speaking, Oral Interpretation of Literature, and Original Oratory
 - Choremi Hall: Located between the 1st and 2nd Floor, this is the Impromptu Holding Room and a Debate Break Rounds Venue
 - 2nd Floor: Competition Rooms for Group Discussion and Debate, Org Com and Volunteer Rooms
 - 3rd Floor: Debate and Sweepstake Tab Rooms
- Judges' Room: This is located in the Alumni Club building, SAKA, which is adjacent to Benakio. Judges's refreshments and meals will be served there.
- Main Theater: Located on the other side of Benakio, this is where the Opening Ceremony and Finals Day will take place. You'll be directed there on arrival on Friday morning.



- Library: Located just across from Benakio, the Library is where debate teams will prepare for the rounds, and where one of the Debate Quarter Finals will take place. Debate teams and judges will be directed to this building on arrival on Thursday.
- IB Building: It's right next to the Library, and will be used for Debate Quarter and Semi Finals.
- Party Venue: Our student party on Saturday evening will take place in SAKA, next to the main building. You may already know this as the Judges' Room.
- Canteen: Located behind the main building.

In-person peculiarities!

- Practice rooms:
 - Each school has a practice room. These classrooms will be located on the Ground floor of Benakio, and delegations can use them as spaces to hang out and practice. You will be directed to your practice room by volunteers at the start of the tournament.
 - Please note that while your practice room is for your delegation only, the doors do not lock so you should not leave valuables in the room unattended.
 - Feel free to move the desks and chairs around the room as you please! Please do not use the smart boards and be careful not to write on them.
- Food and drinks:
 - The school canteen will be open throughout the tournament, serving hot and cold meals, snacks, drinks, etc. It caters to most dietary requirements including vegetarian, vegan, and gluten free. Please make sure to notify the canteen staff of any allergies or special requirements.
 - Judges can also find meals and drinks provided in the Judges' Room in the SAKA Alumni Club, right next to the main building.
 - There are water fountains on either end of the main corridor in Benakio on each floor, and there is also a vending machine on the Ground floor next to the information desk.
 - Party food will be provided on Saturday night at the party - more on this later!
- Other facilities:
 - The main **information desk** is located at the centre of the main corridor of the ground floor of Benakio, in front of the central staircase.
 - There are **boys and girls bathrooms** on opposite ends of each floor in Benakio. There are also accessible bathrooms on the east side of the building - close to the elevator - on each floor.



- The **Nurse** is located on the ground floor, on the west side of the building. Ask any volunteer if you need directions.
- Participants' Party: We're planning a fun evening, with music, dancing and food for all participants in the Alumni Club, SAKA, on Saturday after the end of the Debate Semi Finals. This is also where we get to find out who will be in the Debate Finals on Sunday!

Before each round:

- Sweepstakes Room Announcements: your room allocation will be announced before the round starts on notice boards located on the ground floor of Benakio and in the Judges' Room. Please make sure to check the boards.
- Debate Round Announcements: these will take place in the Library for all rounds, except round 3 on Friday morning which will take place in the Main Theater after the Opening Ceremony.
- Participants need to know their participant number - and debate teams their team number - in order to find their room allocation, and have their badge with them for the round.
- If you spot a mistake, for example you cannot find your participant number or you are listed twice, please go to the Information Desk and notify the volunteers immediately.
- Please wait on the Ground floor until you are told to head up to your competition rooms. Do not go up to the competition floors until told to do so.
- Note: Impromptu Speaking participants should hand their mobile phone to a friend or coach in advance of their round, as no mobile phones are allowed. You will then head to the Impromptu Holding Room in Choremi Hall until it's your turn to perform when a volunteer will pick you up and take you to your room.
- Audience members are allowed in the competition rooms, provided there is enough space for the participants of that round, the judges and timekeepers. You should find the room you want to watch and wait on the Ground floor until given the ok to head up to the rooms.
- Students should use the staircases on the main corridor of Benakio, but not the staircases located in the wings. Students should only use the lift if necessary for access purposes.

At the start of the round:

- If you need help finding your room, please ask a volunteer to help you.
- Please be in your room on time for the round to start. A roll-call of participants will be done at the beginning.
- Make sure to keep your mobile phones off or on silent.



- Once the round starts, participants and audience members are not allowed to leave the room until the end of the round, when Volunteers will give the go-ahead to exit the rooms.
- The time keeper will show you a count-down of the time for your performance, using time cards. The time cards will count down, showing you how much time you have left, and changing every minute. They will also indicate when you have ½ minute left, and at the end of the time they will show a card saying "STOP". The time does not stop, and you will not be interrupted until the performance ends. Please note that you may not restart the timer once the performance has started.
- Photographs and recordings are not allowed in the performance rooms.

Finals Day:

- The Finals Day will take place in the Theater.
- For each event, the Presenter will call the finalists one-by-one on stage to perform. This means you will not know if you are in the finals until your event's slot comes up.
- Please be in the venue at least 15 minutes before your event is scheduled to start.
- During the finals, the doors will only open between performances, but not during, so if you are participating in an event, or want to watch your friends, you should be in the Theater at the time it's scheduled to start.

Safety on Campus:

- Floor plans to the main building are available on the website, and will be posted on notice boards in the building. Please make sure to check them in advance, and familiarize yourselves with where the nearest Exit is, as well as where the Evacuation Assembly Point is - in front of Benakio.
- Each corridor has a fire nest and there are fire extinguishers on each corridor.
- This is a non-smoking campus.
- All participants should have their QR code with them to enter the campus. You should also wear your badge while on campus, which you will receive on arrival.

Key contacts in case of an emergency:

- **Organizing Committee:** 210 6798 261
- **Main Building Security:** 210 6798 111
- **Nurse:** 210 6798 174
- **Public Emergency Number:** 112
- You can always reach the org com for assistance at the information desks.

Important notes and kind reminders for a smooth and fun tournament:

- Please stay in or near the buildings of the competition, and avoid wandering off to other parts of the campus.



- This is a fully non-smoking campus, and any participant in violation of this law will be asked to leave the premises.
- Unlike on Zoom, in in-person competitions noise can interfere with performances. So, please be mindful of noise levels when inside the building, in the corridors near the performance rooms, but also when outside the main building since the windows in performance rooms may be open.
- Be on time! A delay in one room can lead to delays for the whole competition, so please aim to be early to your rounds.
- Ask for help. If you're confused about any part of the process, or by the building - you're not alone, the numbers are weird - ask the Volunteers. They will be happy to help.
- PFAT is great fun, but it is also a long, tiring and often stressful tournament. Remember to be patient with yourselves, with judges, competitors, and volunteers.
- Remember to have fun! The PFAT is a competition, yes, but it's also a great opportunity to meet students from many other schools, to watch outstanding performances, and showcase the great work you've done in front of a highly appreciative audience.

Best of luck to all and we hope you have a great tournament!