TIPS FOR DISCUSSION MEET CONTESTANTS

1. Make decision to enter Discussion Meet as far in advance of the actual meet as possible.

   Make sure your Farm Bureau membership is up to date!

2. Acquaint yourself with the topic and the discussion questions.

3. Learn as much as possible about the procedure of the Discussion Meet.

4. Study as much material as possible relating to the overall topic

   Sources: *AFBF training calls and webinars; library; newspapers; magazines; Farm Bureau policy; county, state and AFBF publications; conversations with those having knowledge of the subject; INFB staff*

5. At the time of the contest, be prompt for the orientation or instructional meeting.

   - Become acquainted with the other contestants and moderator.

   - After panel assignments are made and questions drawn, briefly review any notes you may have pertaining to the specific questions.

   - Ask questions to clarify any instructions that are not clear.

   - Listen carefully to moderator as he/she outlines the procedure you will follow.

During the contest:

   - Listen carefully to the moderator as he/she orients the audience and clarifies the questions.

   - Listen carefully to other contestants as they make their opening statements.

   - Keep within the time limit on your opening statement.

   - There can be a conflict of ideas, but not of personalities. ***Remember, this is a discussion, not a debate.***

   - Be prepared to ask questions, state facts and offer opinions. Urge others to be specific.

   - Be aware of the audience but not to the exclusion of the panel. (Talk loudly enough to be heard by the audience.)

   - Participate whenever it will contribute to furthering the discussion without monopolizing the time. Be enthusiastic and, in general, use logic rather than emotion.

   - Make notes of key points as the discussion proceeds for use in summary statement.

   - Use your one-minute time to organize your summary statement.

   - Stand and make your closing and opening statements to the audience, use accepted speech techniques, and stay within the time limit. Make Farm Bureau a part of the solution.