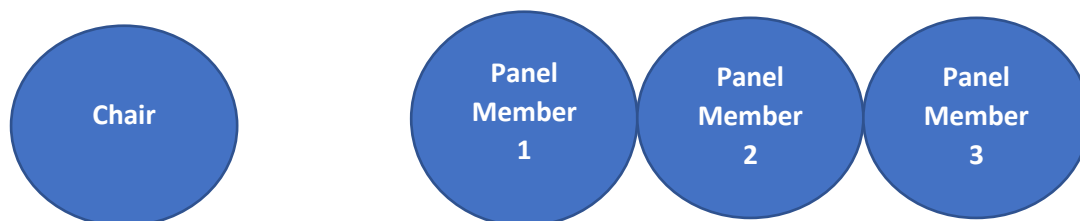




“How to” Guide - Brainstrust



1. The Panel made up 4 team members - (*advisable that the Chair does not sit amongst the panellists*)



2. Format

Timing	Chair	Panel Member 1	Panel Member 2	Panel Member 3
Start	Welcome & introduction of Panellists (approx. 2 minutes)			
02:00	Introduce First Question to the panel, repeat the Questions & Invite Panel Member 1 to comment			
02:10		Thanks Chair & responds to Question 1 (approx. 30 seconds)		
02:40	Chair thanks Panel Member 1 for contribution & asks Panel Member 2 the same Question			
02:20			Thanks Chair & responds to Question 1 (approx. 30 seconds)	
03:20	Chair thanks Panel Member 2 for contribution & asks Panel Member 3 the same Question			
03:30				Thanks Chair & responds to Question 1 (approx. 30 seconds)
04:00	Chair thanks Panel Member 3 of contribution & then on the same question will ask further secondary questions to different panel members to keep the flow of the question alive and ensure the panel debate the Question (approx. 2 minutes)	*Might be asked a secondary question to answer- important that all panellists don't agree, best when 2 agree and 1 disagrees		
06:00	Chair calls Question 1 to a close - thanks each panellist for their contribution & summarises by drawing a conclusion (approx. 1 minute)			
07:00	Introduce Second Question to the panel, repeat the Question & invite Panel Member 2 to comment - repeat Q1 format	*3 rd to comment	*1 st to comment	*2 nd to comment
09:00	Chair thanks Panel Member 1 for contribution & then on the same question will ask further secondary questions to different panel members to keep the flow of the question alive and ensure the panel debate the Question (approx. 2 minutes)	*Might be asked a secondary question to answer - important that all panellists don't agree, best when 2 agree and 1 disagrees		
11:00	Chair calls Question 2 to a close - thanks each panellist for their contribution & summarises by			



	drawing a conclusion (approx. 1 minute)			
12:00	Introduce Third Question to the panel, repeat the Question & invite Panel Member 3 to comment - repeat Q format as before	*2 nd to comment	*3 rd to comment	*1 st to comment
14:00	Chair thanks Panel Member 2 for contribution & then on the same question will ask further secondary questions to different panel members to keep the flow of the question alive and ensure the panel debate the Question (approx. 2 minutes)	*Might be asked a secondary question to answer - important that all panellists don't agree best when 2 agree and 1 disagrees		
16:00	Chair calls Question 3 to a close - thanks each panellist for their contribution & summarises by drawing a conclusion (approx. 1 minute)			
17:00	Chair's Final remarks with summary, thank all panellists & bring the meeting to a close (approx. 2 minutes)			
19:00	End			
*Maximum of 20 minutes- the above timings are a guide - time penalties apply if you go over time				

3. Role Descriptions

Chair:

The Chair ensures the meeting flows and are responsible to keep to time.

(No individual time penalties but if the team go over 20 minutes in total, then time penalties will apply)

Prior to Competition- Ensure that you keep abreast of Rural and General Affairs in the news.

- 20 minutes before the competition you will pick an envelope and be asked to choose the three questions you will ask the panellists during the competition. When picking your questions think carefully about your team members (panellists) and their strengths and weaknesses as the questions could be key to how well you score on each debate.
- You will be kept separate from your team. Use this time to plan some potential secondary questions for each main question. This will help you to keep the debate flowing well if the panel give short answers during the competition.

The Competition

- You will have an air of authority - but keep the panel and audience relaxed, remaining in control and attentive throughout.
- In your introduction you have approx. 2 minutes to set the scene for the audience - the event they are attending and why, briefly introduce yourself and the Panel Members in the order they are sat and make them feel welcome.
- Introduce the questions to the panel, always repeating the question to give the panel time to think before requesting an answer from each member in turn.
- Keep the flow of the questions moving - ensure you have secondary questions ready to ask to ensure the debate on each question is healthy. Can interact with panel members but must not put own views across for any question.
- At the end of time for each question bring the question to a close by summarising the key points from each panel member, don't be afraid to interrupt the panel if deep in discussion as timing is key to this competition and the questions should be debated for a similar length.
- At the end of all three questions summarise all three for the panel. Thank each panel member for their contribution, add your final comments and formally close the meeting.



The Panellists:

(The three Panellists have no individual timings, and all contribute to the overall timing of the meeting)



Prior to Competition - Ensure that you keep abreast of Rural and General Affairs in the news.

The Competition

- You are a panel member for the evening to take part in debating some points (questions) that you are asked to you by the Chair.
- It is important to have done some research prior to the competition, as the questions asked will be topical and relevant - either rural affairs or general current affairs.
- Allow as much of your personality to show through as possible.
- Give ideas, opinions and views and take a stance on the question - either agree with the point or disagree with the point, but in both cases ensure you have reasons why.
- Ensure that at least one panel member disagrees with the point each time, as this will create debate between those who have differing opinions (this is where you can score well). This can mean that you will have to put forward a view on a point that is the opposite view to your personal opinion.
- Where possible link your response to relevant other news that you know, personal stories or possible examples.
- Remember to listen to your Chair - if you are in the throes of a heated debate the Chair may need to stop you mid flow to ensure you keep to time, listen to them and stop as it may cost you if you don't.

