

# Parliamentary Procedure - Round Two Information

2018

For Competitors



## ***Report Information:***

### **Location:**

Dallas Convention Center

### **Report Room:**

C 148

## ***What to Expect:***

- Teams will have 12 minutes to prepare, 9 minutes to present, and 1 minute to complete the Secretary's minutes.
- Only the following items may be taken into the presentation room: a copy of the minutes of the preceding meeting, the treasurer's report, committee report(s), copy of the secret problem for each team member, blank paper and pen to record the minutes of the meeting, and pencil for president to take notes during the meeting.
- Dress Code: Competitors should follow the CE dress code as explained in the event guidelines and in [Appendix E](#).
- After competition, competitors should be sure to complete the event evaluation form to provide feedback to event personnel.

## ***What to Bring:***

- Competitive Event Equipment & Materials listed in [guidelines](#).
- Snacks & Water
- Study Materials
- Advisor Contact Information in case of emergency

## ***Timeframe:***

**Date:** Friday, June 29, 2018

**Time of Event:** 1:45-4:30 pm

**Appointment Time:** Teams should report 5 minutes prior to their appointment time to the listed report room location.