

19th World Orchid Conference
Judges Handbook

Section III - INSTRUCTIONS FOR JUDGES

I. Registering for the Conference & Checking In

All 19WOC Judges must be pre-registered as Full Registrants for the 19th World Orchid Conference. Spouse/companion registrations, one-day or vendor registrations will not qualify the registrant to participate in judging.

In addition, 19WOC Judges will make application based on their prior judging training and experience. Judge applicants will be notified of their acceptance by email.

Upon arrival, please go to the Conference Registration Check-In Desk at the entrance of the exhibition hall to receive your registration packet. Included will be your Judge identification badge. This badge must be worn for the duration of the judging event. It will also provide you access to the opening party as well as unlimited access to the show and Conference lectures for the duration of the event.

The Conference Registration Check-In Desk will open:

Saturday, January 19	8:00 am to 6:00 pm
Sunday, January 20	8:00 am to 6:00 pm
Monday, January 21	8:00 am to 10:00 pm
Tuesday, January 22	8:00 am to 5:00 pm
Wednesday, January 23	10:00 am to 6:00 pm
Thursday, January 24	10:00 am to 6:00 pm
Friday, January 25	10:00 am to 6:00 pm
Saturday, January 26	10:00 am to 6:00 pm

II. Judge's Orientation (**January 22, 8 AM, North Ballroom**)

Judging will begin with the Judge's Orientation and Breakfast meeting in the North Ballroom Sheraton Miami Mart Hotel at 8:00 am on Tuesday, January 22, 2008.

ALL judges (Section Chiefs, Team Captains, Judges, and Clerk/Judges) **MUST** attend the Judge's Orientation held during the breakfast the morning of judging. If you do not attend, you will not be permitted to judge.

Judges are expected to arrive promptly at 8 AM. Please keep in mind that 19WOC is a one-time judging event with unique and specific rules and procedures. If you miss the orientation you will not have the required training. Consequently, late arrival may disqualify you from judging. Late arrivals will not be admitted to the judging hall once the judging teams are seated for breakfast and Orientation is underway.

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Each team captain will convene his/her team at specified tables for breakfast. During breakfast the Judge's Orientation will occur. The judging assignments and the rules for judging will be reviewed. This period will also allow team members to become acquainted and provide opportunity to review your judging assignment.

Following Judge's Orientation each Judge (all levels) will attest that they will comply with the rules. Anyone refusing or unwilling to comply with the rules will be dismissed from the exhibition hall and will not be able to participate in judging.

Shortly after the judges are assembled the team assignments, i.e. classes, trophies, etc., will be announced.

III. Conduct of Judges

This is a large show with an exceptionally large amount of plant material and a limited time. To assure that each plant receives a thorough review it is imperative that each judging team focus on their charge.

Once judging begins the judges are expected to stay with their assigned teams until dismissed and to comply with the following rules. Team captains will be instructed to dismiss any judge not staying with his/her team.

Rules of conduct during judging:

- a. No team member may audit another team's discussion without the knowledge of his/her team captain and the permission of the captain of the team being audited.
- b. All breaks and lunch must be taken as a team.
- c. **Photography during the judging process is not permitted.**
- d. **Smoking in the exhibition hall is not permitted.**
- e. **Shopping or visiting the sales marts is not permitted.** Sales marts are closed during the judging. There will be adequate time for shopping or visiting the sales marts once the show opens.
- f. Judging participants must follow the instructions of their team captain and section chair.
- g. Each member of the judging team is expected to be impartial and judge each plant fairly.
- h. Each judge should feel confident that his or her opinion is valued and is expected to comment and participate.
- i. If a team needs to confer with an exhibitor or another judge the team captain must come to the judging committee desk to request assistance.

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- j. Courtesy and professionalism are expected from all judging participants. Comments should reflect a professional and courteous tone, as many of your fellow judges will also be exhibitors.
- k. An orderly process will be maintained during judging. The Judging Committee will dismiss any judge not complying with these rules from the exhibit hall.
- l. When a team finishes its judging assignment all judges on that team will be dismissed from the hall. Please leave in a timely and orderly manner. You will be able to review all the judging results and visit the sales area during the Opening Party on Tuesday evening.

IV. Responsibilities of team members:

a. Team Captain

The Team Captain is responsible for keeping the team together and focused during the judging process. The Captain is responsible for managing the voting process, but will not vote except in the instance of a tie. The Captain is responsible for all paper work of the team and will sign off on all forms prior to turning paperwork into the Judging Committee via the Section Chairman. The Team Captain will assure that all paperwork is submitted.

When given approval by the Section Chairman, the Team Captain will dismiss the Judges of his or her team, except the Clerk/Judge.

The Team Captain and the Clerk/Judge, will work with the Trophy Committee on-site to assure that all awards are placed appropriately.

Following the satisfactory completion of paperwork and award placement, the Team Captain and Clerk/Judge will be dismissed by the Section Chairman.

b. Judges

Judges will participate in presenting ribbons, trophies and medals.

1. Ribbon judging

Judges on each team, including Clerk/Judges, will vote on the presentation of Best-in-Class Ribbons, as follows:

- First Place (Blue)
- Second Place (Red)
- Third Place (White)

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Voting will be done by show of hands with a simple majority (50%+1) placing the ribbon. Ribbon judging will not require written records beyond the final results.

2. Trophies

Judges on each team, including Clerk/Judges, will vote by show of hands on the presentation of Trophies assigned exclusively to their team, and/or vote on a nomination for Trophies assigned jointly with another team. Similarly, they will vote for their team nomination for Best-in-Show trophies, including Grand Champion awards. In the case of tie votes for team nominations, two entries may be recorded.

3. Medals

Judges on each team will vote by show of hands for nominations for 19WOC medals: Gold, Silver and Bronze. Medal nominations will be recorded on the summary sheets provided for that purpose and will be submitted by the Team Captain for ratification by the Section Chairman.

c. Clerk/Judges

Each team will include a designated Clerk/Judge. The Clerk/Judge will generally be a Student or Trainee Judge in an orchid judging system. The Clerk/Judge will vote for ribbons and trophies, as described above.

The Clerk/Judge will not vote for Medals, unless a certified judge is performing the Clerk function.

It will be the responsibility of the Clerk/Judge to record all judging results and nominations, to place ribbons and assist the Team Captains and Trophy Committee with the placement of trophies following judging.

Following the completion of these tasks, the Clerk/Judge will be dismissed by the Team Captain.

Each member of the judging team is expected to sign the face sheet of the judging packet. Upon completion of all team activities, including ratification by the Section Chairman, the Judges will be dismissed by the Team Captain.

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V. Breaks and Lunch

a. Breaks

Judges are not permitted to leave their team except for authorized breaks. The timing of breaks is flexible and dependent up the Team Captain. Break Stations will be available around the judging hall for breaks. The team will break together.

b.. Lunch

Judges lunch will be provided in the North Ballroom. Judges will lunch as a team. Section Chairmen may use this opportunity to review paperwork with their teams.

To accommodate the large number of teams and judges it may be necessary to stagger lunches. Exact timing may be at the discretion of the team captain and the Judging Committee.

If a team finishes their judging assignment before lunch the judges (not captains or clerks) will be dismissed to the lunch area where they can either wait for lunch or leave the Exhibit Hall.

VI. Dispute resolution

The Team Captain will first attempt to resolve any dispute arising during judging. If the Team Captain is unable to resolve the dispute, the Section Chair will mediate. The ultimate authority for dispute resolution is the Judging Committee.

Taxonomic authorities and references will be available for assistance on issues concerning taxonomy, classification, and identification of plant material. Their decision(s) will be final.

VII. Dress for Judging

Business casual is suitable attire for the judging event. It is expected that the judging process will entail a good deal of walking. Wearing a pair of comfortable shoes is advised.

The Exhibition Hall is an air-conditioned venue: additionally weather in Miami during January can be cool. It may be advisable to consider bringing a light jacket or sweater.

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Each participant is responsible for their own belongings during judging. There will not be a place available for checking computers, purses, etc. Bring only items needed for judging and which you feel comfortable carrying with you throughout the day.

VIII. Familiarity with Handbook

All judging participants should be familiar with the 19WOC Judges Handbook. There will be ample opportunity to ask questions during the Judge's Orientation.

IX. After Judging

After the team's judging assignment is completed the judges will be dismissed and asked to leave the exhibition hall. There will be no shopping or visiting the exhibits until the opening party that evening.

If any Judge receives questions from exhibitors or the public regarding the judging results, they are permitted to answer according to their knowledge, or refer the question to the Judging Committee if they prefer.