

19<sup>th</sup> World Orchid Conference  
Judges Handbook

**Section IV - JUDGES AGENDA – Tuesday, January 22, 2008**

I. Judges Breakfast & Orientation: 8:00 am to 10:00 am (North Ballroom)

All 19WOC judges (Section Chairmen, Team Captains, Judges and Clerk/Judges) MUST attend the Judge's Orientation held during this breakfast meeting. 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 once the judging teams are seated for breakfast and Orientation is underway.

A. Team assignments and Seating

Upon arrival at the North Ballroom for the Judges Breakfast/Orientation, each judge will receive a numerical team assignment. You will sit at the table with that same team number in order to permit each team to become acquainted and to review their assignment(s) for the day.

In some cases, more than one team may share a table.

The designated team role assignments (Team Captain, Judge, Clerk/Judge) will be provided at this time.

B. Introduction of Section Chairmen

During the Orientation session, Section Chairmen will introduce themselves to the judging teams in their section. Each Section Chairman will monitor the activities of multiple teams throughout the morning and it is critical that Team Captains know who serves as their Section Chair and vice versa.

Section Chairmen will have received additional special training prior to this Breakfast session.

C. Team Assignments

During the Orientation session, each Team will receive a listing of its judging assignment(s) for the morning. In general, a Team will be responsible for presenting ribbons and trophies to entries within a group of specific class numbers from the judging schedule. From this same group of entries, the Team will also make recommendations for 19WOC Medals and nominate candidates for higher level trophies.

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All necessary paperwork (forms, maps, etc.) will be provided to the Team at this time.

D. Training

The Judges Orientation Training will be conducted by The Judging Chairman and the Chairman of the Logistics Sub-Committee.

All judges are expected to have reviewed the Judges Handbook prior to the Orientation. Consequently, training will consist of a brief review of the types of awards and the processes to be used, followed by a Question-and-Answer session. **Please ask any relevant questions during this time.**

E. Compliance

At the conclusion of the Orientation session, each team member must sign a compliance form acknowledging his or her agreement to abide by the rules and guidelines included in the Judges Handbook. Anyone not agreeing to abide by these rules will not be permitted to participate in judging and will be dismissed.

II. On the Floor Judging - Phase One: 10:00 am to 12:00 noon\* (Exhibition Hall)

Immediately after the Breakfast/Orientation session, each team will proceed to the Exhibition Hall under the direction of the Team Captain. Teams will stay together as a group at all times and proceed expeditiously in making their judgments on ribbon and trophy awards in their assigned classes.

Paperwork will be completed as awards are presented. Paperwork will be signed by all judges (cover sheet) and reviewed by the Team Captain with the Section Chairman. In addition, nominations for 19WOC Medals will be carefully reviewed by the Section Chair. Both Team Captain and Section Chair will also sign the cover sheet to certify the results as complete and correct.

All ribbons, trophies and medals included in this Phase will be placed by the Team Captain, the Clerk/Judge and representative(s) of the Trophy Committee before the paperwork is turned in to the Results Desk. The Team Captain may choose to dismiss other Judges or ask them to participate in ribbon and trophy placement. In any case, once dismissed by the Team Captain, a judge is required to leave the Exhibition Hall.

Coffee Break stations will be available in the Show Hall during this time. Breaks should be taken as a group at the discretion of the Team Captain.

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III. On the Floor Judging – Phase Two: 11:00 am – 2:00 pm\* (Exhibition Hall)

When all Teams within a given Section have completed their assignments and judges have been dismissed, the Section Chairman will convene his Phase Two team, consisting of the Team Captains within his Section. The Section Chairman will serve as the Captain of this team and the others as Judges. Thus the former Team Captains will vote, by voice or show of hands, and the Section Chairman will vote only in case of a tie, as this group presents Section trophies which span more than one team's assignment in Phase One. Candidates for these trophies will have been nominated by the appropriate teams during Phase One.

The Phase Two team will also submit nominations for higher level Trophies, i.e. those requiring consideration of entries from more than one Section.

The Section Chairman may choose a team member to serve as Clerk/Judge, or may elect to record the results and monitor trophy placement himself (or herself). In any case, these Section Trophies must be placed prior to the dismissal of this team.

IV. Judges Lunch: 12:00 noon to 2:00 pm (North Ballroom)

At the conclusion of their Phase One activities each team will be dismissed from Judging and may return to the North Ballroom for the Judges Lunch. Judges who have finished their assignments will be not permitted to return to the Exhibition Hall after lunch.

At the discretion of each Section Chairman, Phase Two of Judging may begin before or after lunch. Section Chairmen should make every effort to conclude both Phase Two judging and lunch by 2:00 pm.

V. On the Floor Judging – Phase Three: 2:00 pm to 3:30 pm\* (Exhibition Hall)

Immediately after lunch, the Judging Logistics Sub-Committee Chair will convene a final judging team consisting of himself, all Section Chairs, and the remaining members of the Executive Judging Committee. The Logistics Chairman will serve as the Captain of this team which will present trophies spanning more than one Section of the show schedule. The entries will be considered to be the nominations submitted from Phase Two judging.

During this time, the Section Chairmen may submit their personal nominations for 19WOC medals for entries within their section which may have been overlooked by their subordinate teams. All such entries will be reviewed by the Executive Judging Committee and medal awards certified by the Logistics Chair.

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The Logistics Chair will be responsible for the placement of Trophies and Medals awarded during Phase Three.

*\* Note that the concluding time for Phase One, the specific starting time for Phase Two, and the Lunch schedule for a particular Team and/or Section is flexible and at the discretion of the Section Chairman. Phase Three judging schedule will be controlled by the Judging Logistics Sub-Committee Chair.*

*Although approximate schedules are given for planning purposes, all judges are expected to continue to participate until all of their work assignments are completed.*

VI. Opening Ceremony and Premier Party: 6:50 pm to 10:00 pm

All Judges, as full conference registrants, are invited to attend the Opening Ceremony of the 19WOC Orchid Show, followed by the Premier Party, which will take place at the Exhibition Hall. Sales booths will be open during the Party, which will be a cocktail/dinner reception.

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**Access to the Show and Conference Lectures: January 23 - 27**

The 19WOC Conference Lectures will begin on Wednesday, January 23<sup>rd</sup> and conclude Saturday, January 26<sup>th</sup>. The 19WOC Orchid Show will open to the public on Wednesday, January 23<sup>rd</sup> and conclude on Sunday, January 27<sup>th</sup>. Judges, as full conference registrants, will have unlimited access to both show and lectures. Refer to the Agenda materials in your Registration Packet for details on specific speakers, activities, etc.

**The People's Choice Award: January 23 – 26**

During the time the 19WOC Orchid Show is open to the public, the 19WOC Committee will conduct balloting for two "People's Choice" Awards: People's Choice Orchid Flower and People's Choice Display. Show entrants will receive ballots as they purchase their general admission tickets to the show. These awards are intended for voting by the general public and judges are requested NOT to vote for these awards.