Hello Everyone,

Thank you so much for registering for the 2024 Pi Kappa Delta Biennial – we are so excited to see you Phoenix next week! The following email contains important information regarding the following:

1. SpeechWire Account Setup and Activation
2. Draw Procedures
3. Extemp Commentary Video / Resume Uploads
4. Congress Docket
5. Campus Resources and Help Desk
6. Parking & Map

**SpeechWire Account Setup and Activation**

Competitors in Extemp and Broadcast Journalism must have active SpeechWire accounts to access draw. Coaches, make sure all competitors have SpeechWire accounts – these should be **created by the coach and not independently by the student** in the SpeechWire system.

View the step-by-step video here: Click on Student Accounts video.

***https://www.speechwire.com/p-video-resources.php***

Also provided is a pdf:

[***https://www.speechwire.com/handbooks/registrationhandbook.pdf***](https://www.speechwire.com/handbooks/registrationhandbook.pdf)

**All judges must also have an activated SpeechWire account to access their electronic ballots. Please ensure all of your judges have activated their account, including your asynchronous judge, prior to the start of the tournament.**

**Draw Procedures**

If you are competing in EXT, BJ, IPDA, or NPDA please familiarize yourself with the draw procedures posted on Speechwire under files for download.

**Video & Resume Uploads**

ALL submission must be received no later than March 7, 2024 by 6:00pm EST. No late videos will be accepted.

You may upload your resume/video to your choice of viewing platform (i.e. vimeo, youtube, google drive) as long as the permission is set to allow anyone with the link to view the performance. Check out step-by-step instructions of this process here: <https://www.youtube.com/watch?v=9GZkuW3e76w>

\*\*It is the responsibility of the competitors/coaches to ensure all videos are accessible to anyone with the link. We recommend using one of the platforms mentioned above and confirming the accessibility of your link prior to submitting. Tournament staff are unable to replace broken links once the submission deadline has passed.\*\*

**Congress Docket**

The docket for student congress will be posted tomorrow March 2nd under the files for download section of SpeechWire. If your school has not yet submitted legislation and would like to do so, please send it to jessica.furgerson@uc.edu no later than 5:00pm today March 1st. Keep in mind that this is merely a collection of legislation and each chamber may choose to reorder the docket as they wish during their sessions.

**Campus Resources and Help Desk**

**A help desk is available to you all weekend as well located on the first floor of the Student Center. You can visit the help desk in-person or contact them via email at** **pkdhelpdesk@gmail.com** **or by phone at** 513-279-8535.

When reaching out to the help desk remember to provide them all relevant information they may need to help resolve the issue.

Say: “Hi, I have a Prose round in Room MU-101 but it is currently locked.” Don’t Say: “My room is locked.”

**Parking & Map**

You may park anywhere on campus that is not marked as faculty/staff or carpool. The parking lot closest to the Student Union is parking lot S1 off of W. Olive Dr.

A map is available under the file for downloads section of Speechwire.