



Cicero Cup 2024 Hosting Guide

Thank you!

Thank you so much for volunteering to be a Cicero Cup host! The competition couldn't happen without schools providing venues and we are very grateful. We also hope it will be a super experience for you.

We hope this guide will answer all your questions but don't hesitate to get in touch and tell us if there is anything more we can do to help you.

Debbie

Debbie Newman
Director, Noisy Classroom

debbie@noisyclassroom.com
07940 517553



What we will do

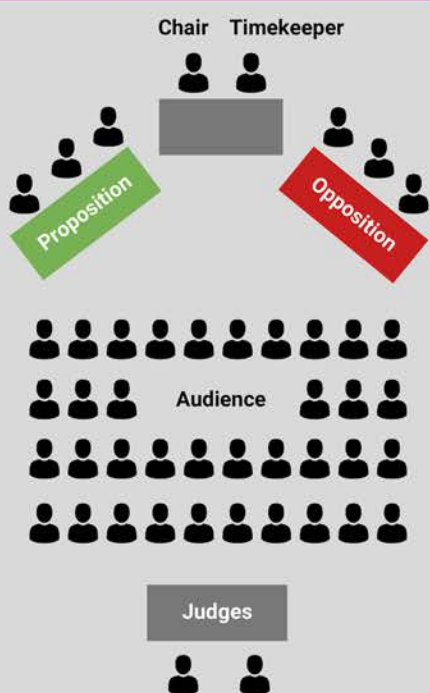
- Liaise with all the schools who are coming to you
- Provide expert judges
- Run the competition on the day.



Things you need to tell us before the day

- Is there parking at/near your school (including for minibusses) and if so, what are the arrangements?
- What is the best way to get to you by public transport?
- Do you need more than a list of adult names (for example do you need visiting children names?)
- Do you need DBS for visiting school teachers, or is their school ID sufficient? (All Noisy Classroom staff and judges will automatically bring DBS and ID)
- Is there a space at your school where visiting children can eat a packed lunch after the competition?
- Is there any other information that you would like us to pass on to visiting schools?
- Are you able to provide some simple refreshments on arrival or during the break?

How to set up the room



On the day

- If you hosting a **four-team round**, you only need to provide **one room** big enough for 30 people. The room should be set up like the diagram on the left.
- If you hosting an **eight-team round**, you will need **two rooms**. Each room should be set up like the diagram on the left:
 - one room big enough for 60 people, where we can gather at the start and end for announcements
 - a separate 'breakout' room big enough for 30 people for the second set of debates.
- It is really helpful to have signage for the two rooms and the toilets so that visitors don't get lost on the day.
- Often, a senior member of staff likes to do a welcome on behalf of the school, and this is always special for the visitors if someone is available.
- Some schools are able to accommodate ten minutes of fresh air and run around time during the break, but we understand this isn't always possible.
- If there are lots of bins/rubbish bags available on the day, that helps the visitors keep your space neat and tidy.

Remember, if you have any questions, please get straight in touch with us!