

# BRIEFING OUTLINES

## I. Judges school briefing

- A. Welcome
- B. Introductions
  - 1. Chief Judge
  - 2. NIFA Council and Executive Director
  - 3. Senior judging staff
- C. Overview & purpose of NIFA
- D. Completion of judges registration form
- E. Pass out to each judge a copy of his/her judging record for correction and verification. These forms are to be collected following correction and verification and delivered to the Executive Director.
- F. Accident Response
- G. Description of SAFECON events being held
  - 1. Flying Events
    - a. Power-Off Landings
    - b. Short Field Landings
    - c. Navigation
      - (1) Ground observed navigation
        - (a) All NAV routes will start from the \_\_\_\_\_ airport. The time of brake release will be the time off recorded for each aircraft.
        - (b) There will be \_\_\_ turn points and we need to have at least two people at each turn point but would rather have three (3). (2)
        - (c) A turn point captain will be assigned for each point. We hope to have these assignments at the conclusion of this school.
        - (d) We also need a judge to help with dispatching in the morning, a judge to collect all NAV forms and charts after the students return to the field, a judge for refueling, and a judge to deliver students to the isolation area and to help the refueling judge.
        - (e) General information at turn points.
          - i) Please keep conversation at a minimum so you can hear and see approaching aircraft because:
            - a) you may hear them before you see them, and
            - b) they may approach from any direction if they are off course and/or have over-flown your checkpoint.

- ii) **[FORM: NAVIGATION TIMING REPORTS - UNIDENTIFIED AIRCRAFT]** Time any aircraft you see or hear, even if you can't get a positive identification on it, and note it on a separate piece of paper.
  - iii) Write a note in remarks and/or draw a picture of what you see, for instance:
    - a) Dramatic or suspected altitude deviations, high or low.
    - b) Circling or unusual maneuvers.
  - iv) Anchor canvas securely and position the symbol or letter so that the approaching aircraft will be able to read it correctly from the compass heading it is tracking (or supposed to be tracking) to your checkpoint.
  - v) Do a practice observation as soon as your symbol or letter is set up. This will allow everyone to practice their role.
  - vi) Position observers as far away as necessary for viewing oncoming aircraft. **[FORM: AIRCRAFT SEQUENCING/TIME REPORTING]** Observers need a list of aircraft sequencing if they will be too far away to confirm with the turnpoint timer.
  - vii) We are asking each plane to report over each turn point. **DO NOT ANSWER THE TRANSMISSION!** (Example: SAFECON 4 over turnpoint 3). Turnpoint captains, please note this transmission on each time slip. It could help later during debriefing.
  - viii) It is imperative that all timing, evaluations, etc. be consistent. We must be as fair and impartial as possible.
  - ix) We can not stress too much that every little thing observed is important. On the timing report form please put what has been observed, SAFECON #, color of aircraft, type, or any other distinguishing information. Also I don't care how far away they are, report what you see. Including, if they fly right down the middle of your check point.
- (f) Checkpoint captains responsibilities:
- i) We need to have at each turn point and at the finish, at least one pair of binoculars and one hand-held radio. You will be furnished in your packet a list of aircraft sequencing, a NAV time reporting form, timer, compass, photos and description of the turnpoint, sectional, a map, and instructions on how to get to your turnpoint. Captains, if you do not have a pair of binoculars and a hand-held radio, please let me know after the briefing, and we will try and take care of it.
  - ii) Upon returning to the airport, checkpoint captains only, will attend the debriefing room located \_\_\_\_\_. Checkpoint observers, timers, and assistants are not needed at this time but may be called upon in the event of a protest or a discrepancy in timing or scoring.
  - iii) Checkpoint captains will be responsible for all equipment issued and must see that it is all returned as soon as you return to\_\_\_\_\_.
  - iv) **[FORM: NAVIGATION CHECKPOINT PERSONNEL]** A Navigation Checkpoint Personnel Form will be in each turnpoint packet. Please complete the form and turn it in with your NAV packet.

v) Turnpoint captains and observers... do not leave your assigned position until all aircraft has passed your checkpoint. Should we have weather problems, you are to stay at your turnpoint with the letter or symbol in position unless you have been contacted by the Chief Navigation Judge. Should the navigation competition be halted or delayed because of weather, and it has been a minimum of one (1) hour since you have seen a plane, you may send a driver to call in for instructions. **NEVER LEAVE YOUR POSITION UNTIL GIVEN PERMISSION!**

- (g) Breakfast will be at \_\_\_\_ a.m. at \_\_\_\_\_.
- (h) All judges will meet in the \_\_\_\_\_ at the airport at \_\_\_\_ a.m. sharp! At this time you will be assigned your driver if one is needed. In addition you will be issued your NAV forms, lunches, equipment, and telephone numbers. Trash bags will also be issued. Please put all your trash in the bags and dispose of properly upon returning to the airport.
- (i) **All judges will depart the airport at \_\_\_\_ a.m. for their turnpoint.** Please, if you have a problem with this, now is the time to discuss it and you can be rescheduled to a position here at the airport.
- (j) We would like for all judges to attend the General Contestants Briefing tonight at \_\_\_\_ p.m. at the \_\_\_\_\_.
- (k) Are there any questions?
- (l) We thank you and the students thank you for your help this week.

(2) Check-pilot observed navigation

- d. Message Drop
- e. IFR Precision Flight Event
- f. IFR Simulated Flight Event

2. Ground Events

- a. SCAN
- b. Computer Accuracy
- c. Electronic Flight Computer
- d. Aircraft Recognition
- e. Pre-flight Inspection
- f. Ground Trainer
- g. IFR Simulated Flight

3. Other Events

- a. Loening Trophy
- b. Men's Achievement Award
- c. Women's Achievement Award
- d. Collegiate Aviation Progress Award

- e. Safety Award
- f. Coach of the Year Award
- g. Team Sportsmanship Award
- h. Competition Safety Award

## **II. General Contestant Briefing**

The following is a recommended outline for the General Contestant's Briefing. It can be adapted for both regional and national use.

- A. Welcome (NIFA President) - [last sentence of the welcome should begin the introductions.]
- B. VIP Introductions (NIFA President)
  1. Host Institution Officials (if present)
  2. At this time it is my pleasure to introduce to you the members of the NIFA Council and the NIFA Executive Director. As you know, the NIFA Council is the governing body of NIFA. Working with the NIFA Council is the NIFA Executive Director and his staff at Delta State University. Together they provide leadership and continuity for **OUR** organization. (pause) As I call your name would you please stand, and remain standing.
    - a. Council Chairman, \_\_\_\_\_
    - b. Student Representative, \_\_\_\_\_
    - c. Region I, \_\_\_\_\_
    - d. Region II, \_\_\_\_\_
    - e. Region III, \_\_\_\_\_
    - f. Region IV, \_\_\_\_\_
    - g. Region V, \_\_\_\_\_
    - h. Region VI, \_\_\_\_\_
    - i. Region VII, \_\_\_\_\_
    - j. Region VIII, \_\_\_\_\_
    - k. Region IX, \_\_\_\_\_
    - l. Region X, \_\_\_\_\_
    - m. Region XI, \_\_\_\_\_
    - n. Member-at-large, \_\_\_\_\_
    - o. Member-at-large, \_\_\_\_\_
    - p. Member-at-large, \_\_\_\_\_
    - q. Executive Director, \_\_\_\_\_
    - r. Ladies and gentlemen, these individuals work hard all year on our behalf. (start the applause)
  3. Next, I would like to introduce my fellow officers, who are responsible for the preparations for SAFECON (year), as well as our SAFECON advisor..
    - a. Vice President of Competition, \_\_\_\_\_
    - b. Vice President of Conference, \_\_\_\_\_
    - c. Secretary

- d. Treasurer
  - e. Advisor
4. Finally, I would like to introduce to you, your Chief Judge for SAFECON (\_\_\_). (give brief bio). Ladies and gentlemen, I present to you \_\_\_\_\_.

C. Welcome (Chief Judge)

1. As you have already seen, there are a great number of people involved in planning and running a NIFA SAFECON. Adding to the earlier introductions, at this time I would like to present to you the Senior Judging Staff for SAFECON (\_\_\_). As I call your name would you please stand and remain standing until all of the senior judging staff has been recognized.

- a. NIFA Senior Chief Judge, \_\_\_\_\_
- b. Associate Chief Judge, \_\_\_\_\_
- c. Chief Navigation Judge, \_\_\_\_\_
- d. Power On Judge, \_\_\_\_\_
- e. Power Off Judge, \_\_\_\_\_
- f. Message Drop Judge, \_\_\_\_\_
- g. Staging Officer, \_\_\_\_\_
- h. Safety Officer, \_\_\_\_\_
- i. SCAN Judge, \_\_\_\_\_
- j. Manual Flight Computer Judge, \_\_\_\_\_
- k. Electronic Flight Computer Judge, \_\_\_\_\_
- l. Aircraft Recognition Judge, \_\_\_\_\_
- m. Simulator Judge, \_\_\_\_\_
- n. IFR Judge, \_\_\_\_\_
- o. Pre-flight Inspection Judge, \_\_\_\_\_
- p. Scorekeeper, \_\_\_\_\_
- q. Would all other judges, observers, and assistants please stand. (pause). These individuals have come here, at their own expense, to work for you... and give to you...the safest and fairest competition possible. Would you please join with me in expressing our appreciation to them by giving them a round of applause.

2. Roll Call (Chief Judge)

3. Alcohol Rule (Chief Judge)

- a. The consumption or use of, or being under the influence of, alcoholic beverages, illegal drugs or substances, or illegal narcotics in any quantity by contestants is prohibited from the time of departure from the team's home airport until the time they return. In any case, the use or consumption of alcohol is prohibited from a period beginning 24 hours prior to the General Contestant Briefing until 24 hours after the conclusion of the last event.

4. Smoking Rule (Chief Judge)
  - a. Smoking is permitted in designated areas only.
5. Trash Rule (Chief Judge)
  - a. The host school has been preparing for months to have their facilities clean and ready for you to come here and compete. We should all make sure that we leave them the same way. Let's pick-up after ourselves.
6. Flight other than competition (Chief Judge)
  - a. From this time on, there will not be any flying allowed for any NIFA competitor except for authorized flights. And, I do the authorizing.
7. Bulletin board (Chief Judge)
  - a. Check the bulletin board at least three (3) times a day. It is located \_\_\_\_\_.
  - b. If weather is a problem, stay close and be ready for schedule changes. Advisors, make sure that you remain in the immediate vicinity of the information booth. You may be called to a meeting for a possible vote on schedule changes.
8. Pilot Certificates (Chief Judge)
  - a. If you are competing in any flying events, be sure you have your pilot's certificate and medical with you at all times.
9. ATC Briefing (FAA/tower representative)
10. Landings (Chief Judge)
11. Navigation (Chief Judge)
  - a. You have already been given three (3) copies of the navigation briefing... minus a few important details. Each contestant in the navigation event should read this briefing before the official navigation briefing. The briefing will be at \_\_\_ a.m. \_\_\_ at the \_\_\_\_\_.
12. Ground Events (Chief Judge)
  - a. Ground event briefings will be given immediately prior to the start of each ground event.
  - b. Admission to the Aircraft Recognition event will be strictly monitored.
13. Staging (Staging Officer)
14. Safety Briefing (Safety Officer)
  - a. (A few remarks on safety)
15. Weather (Weather person)
  - a. forecast
    - (1) next day
    - (2) remainder of week
16. Are there any questions? (pause).

17. (Closing remarks by Chief Judge).
18. (Announcements by NIFA President). At this time, would the team captain from each school come down to the front and pick-up their simulator pattern and heat assignments. This concludes the General Contestant's Briefing.

**III. Navigation judges briefing**

- A. Photographs of checkpoints should be taken when the terrain will have the same appearance as during the period of SAFECON.
- B. Be sure to allow only the correct number of contestants from each school into the briefing and planning sessions: observer and pilot for briefing and pilot only for planning session.

#### **IV. Navigation Contestants Briefing**

- A. (Call the roll)
- B. Place your name, contestant ID number, school, aircraft NAV number, and the name of your observer on the front of your envelope. After you open your envelopes, please place your name, contestant ID number, and school on all papers and charts. Also, please place your take-off position number on the front of the envelope.
- C. The course will be comprised of \_\_\_ legs and will be approximately \_\_\_\_\_ miles long.
- D. As per rule page D-17 C.1, "No electronics aids, (avonics) to navigate may be used."
- E. You will be given:
  - 1. The latitude and longitude of each turn point.
  - 2. A brief description of what the point is.
  - 3. Assigned altitude.
- F. There will be a letter or symbol at each turn point and it will be to the left of the course line.
- G. The letter or symbol will be made from strips of canvas ten (10) feet long and eighteen (18) inches wide.
- H. You must mark your chart with the letter or symbol seen at the turnpoint. Neatness does not count, but it must be legible. Make sure you transfer the letters or symbols you recorded on your sectional to the Turnpoint Symbol Reporting form. You will turn this form in with all other Navigation documents to the judges.
- I. If you miss a turnpoint, letter and symbol, go on to the next turnpoint. **DO NOT CIRCLE IN AN EFFORT TO FIND THE LETTER OR SYMBOL.**
- J. Please remember that the judges will be noting any erratic or unsafe flying, as well as low altitudes. Report over each turnpoint (i.e. SAFECOM twenty-one (21) over turnpoint Alpha three (3)). Your transmissions over turnpoints will not be acknowledged. The last plane out on each route will be instructed to report that they are the last plane off over each turnpoint (i.e. SAFECOM twenty-one (21) over turnpoint Alpha three (3)). Last aircraft for Alpha route).
- K. Pilot's responsibility:
  - 1. Pre-flight your aircraft and be ready to depart at your appointed time.
  - 2. We will not look for you. If you miss your take-off time for any reason, other than mechanical, you will be listed as "DNS" (did not start) and will not be allowed to compete in the Navigation event. There are no second chances. So, be alert to your scheduled departure time.
  - 3. Your navigation route will begin on the airport when your wheels begin to roll on takeoff. It will end as you are timed crossing a point located off the airport. Make sure you include the fuel required to get from the finish point to the airport in your estimated fuel use.
  - 4. After crossing the last checkpoint you are to contact \_\_\_\_\_ on frequency \_\_\_\_\_ for landing instructions.
  - 5. After landing you will refuel. Dip sticks are not allowed. Place your forms and marked chart in the NAV envelope provided and give it to the judge in the refueling area. You will then be escorted to an isolation area where you will remain until you have been released by the Navigation judge or designated monitor.

6. Do not discuss your route with anyone. Any communication in any form with anyone other than a judge or NIFA official is prohibited. Violate this rule and you may be disqualified.

L. Safety Observers

1. May be from your school.
2. May not be or ever have been a flight instructor in any type of aircraft.
3. May not be or ever have been an ATP.
4. Cannot be entered in the Navigation event.
5. Must be an eligible team member.
6. Should be at least a private pilot, although not a requirement.
7. Can only fly one route, once, during the SAFECON.
8. If a qualified observer (meets items 1-7) from your school is unavailable, please let me know at the conclusion of this briefing. An safety observer will be assigned to ride with you.
9. It is not required that safety observers attend the navigation briefing. However, they must be with the pilot when he/she reports to the navigation dispatcher twenty (20) minutes prior to scheduled departure. Both the pilot and the safety observer must sign in with the dispatcher before departing on the assigned navigation route.

M. The planes will depart at \_\_\_\_ minute intervals.

N. Flight Planning

1. You will be given thirty (30) minutes to prepare your flight plan and record it on the Navigation Flight Plan & Computer Entry form. You will be told when there are ten (10) minutes remaining in the planning session and again, when there are five (5) minutes remaining. When time is called, you cannot continue. Immediately put your pen or pencil down. Gather **ALL PAPERS, FORMS AND YOUR SECTIONAL CHART** and place them in envelope provided. The first six (6) contestants scheduled must immediately take their envelopes to the navigation dispatcher. The remaining contestants are to remain seated. A judge will pick up your envelopes. Record time for each leg individually (Not cumulative time). Be sure to check your addition on your total time.
2. Your course will be verified by the dispatcher.
3. If you are not able to finish your flight planning, or the flight plan you submit is considered to be unsafe, you will not be allowed to compete in the navigation event and listed as "DNS" (did not start).
4. If you were not able to complete your flight planning or, your submitted flight plan was considered by the dispatcher to be unsafe, and you feel that you can either safely complete or correct the flight plan you may be permitted to do so with the approval of your advisor and the Chief Navigation Judge. You will then be allowed to fly the route at your scheduled time. You will be timed. However, you will not be scored. An authorization form must be signed by you, your advisor, and the Chief Navigation Judge stating that you and your advisor are fully aware that you will not be scored and that you are flying the course for experience only.
5. Pilots and safety observers are to report to the Navigation dispatcher twenty (20) minutes prior to scheduled departure. Both individuals must sign-out the flight planning envelope.

O. If you get lost or experience mechanical problems, contact:

\_\_\_\_\_ ON \_\_\_\_\_  
\_\_\_\_\_ ON \_\_\_\_\_  
\_\_\_\_\_ ON \_\_\_\_\_

**REMEMBER THE FOUR C's, CLIMB -- CONFESS -- COMMUNICATE -- COMPLY  
DON'T BE A HERO AND RUIN YOUR DAY. AND, PLEASE DON'T RUIN MINE!**

If you are unable to contact anyone on the above listed frequencies, call \_\_\_\_\_ as soon as you are safely on the ground.

P. The staging judge is \_\_\_\_\_.

Q. Weather: Should weather become a factor and the Navigation Event has to be temporarily delayed, please...

1. If you have already picked up your navigation envelope but have not departed the airport, return them immediately to the dispatcher. **DO NOT LEAVE THEM IN THE PLANE!**
2. If you have already started on your route and you are called back to the airport, turn in your papers to the appointed judge in the refueling area. **BE SURE TO TELL THE JUDGE THAT YOU WERE CALLED BACK!**

R. Weather report:

Weather as of \_\_\_\_\_

Current weather is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Winds at 3,000 ft.: \_\_\_\_\_

Temperature: \_\_\_\_\_

Forecast: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Power-On Landing briefing

- A. How scoring forms are to be completed
- B. When scoring forms are to be turned in (staging)

**VI. Power Off Landing briefing**

- A. How scoring forms are to be completed
- B. When scoring forms are to be turned in (staging)

## **VII. SCAN event briefing**

- A. Roll call of teams. (be sure to have the members of each team called raise their hands so you can be sure that team members are not sitting next to each other)
- B. Advise contestants that they are not to open the test packet until told to do so.
- C. Advise contestants that the only equipment permitted for use during this test is:
  - 1. manually operated computer(s) or electronic computer(s)
  - 2. plotter
  - 3. pen and/or pencil
- D. Before distributing the tests, explain the following to the contestants:
  - 1. all answers are equally weighted (of same value).
  - 2. the final score for a contestant will be based on the total number of correct answers.
  - 3. if a tie exists, the tie will be broken by the contestant with the shortest completion time. If a tie still exists after comparing completion times, the tie will be broken by administering several tie-breaking problems. (this must be done because the judge's trophy considers the ranking of all contestants).
  - 4. when a contestant finishes the test before time has expired, he/she is to immediately raise their hand so that a timing judge can record the time on the test packet. The timing judge will then have the contestant place all work inside the envelope and hand it to the timing judge.
  - 5. ALL CONTESTANTS WHO FINISH BEFORE TIME IS CALLED ARE TO REMAIN SEATED QUIETLY UNTIL THE EVENT IS COMPLETED.
  - 6. ALL ANSWERS MUST BE INDICATED ON THE ANSWER SHEET.
  - 7. "WHEN TIME IS CALLED, PUT YOUR PEN OR PENCIL DOWN. IF YOU ARE SEEN WRITING AFTER TIME IS CALLED, YOUR TEST WILL NOT BE SCORED. IF ANYONE IN THE ROOM DOES NOT FULLY UNDERSTAND, PLEASE RAISE YOUR HAND." (if anyone does raise their hand, repeat the statement)
  - 8. ask if there are any questions. If none, continue with the briefing.
  - 9. remind the contestants "DO NOT OPEN THE TEST ENVELOPES UNTIL TOLD TO DO SO!"
- E. Pass out the sealed tests and have the contestants complete the information requested on the front.
- F. When all contestants have completed the information, tell them to begin and start the clock.
- G. Time remaining should be announced with 10, 5, and 1 minutes remaining.

### **VIII. Manual Flight Computer event briefing**

- A. Roll call of teams. (be sure to have the members of each team called raise their hands so you can be sure that team members are not sitting next to each other)
- B. Advise contestants that they are not to open the test packet until told to do so.
- C. Advise contestants that the only equipment permitted for use during this test is:
  - 1. manually operated computer (a contestant may use as many as he/she desires. However, any computer which has been altered from its manufactured configuration will not be allowed)
  - 2. pen and/or pencil
- D. Before distributing the tests, explain the following to the contestants:
  - 1. all answers are equally weighted (of same value).
  - 2. the final score for a contestant will be based on the total number of correct answers.
  - 3. if a tie exists, the tie will be broken by the contestant with the shortest completion time.
  - 4. if a tie still exists after comparing completion times, the tie will be broken by administering several tie-breaking problems. (this must be done because the judge's trophy considers the ranking of all contestants).
  - 5. when a contestant finishes the test before time has expired, he/she is to immediately raise their hand so that a timing judge can record the time on the test packet. The timing judge will then have the contestant place all work inside the envelope and hand it to the timing judge.
  - 6. ALL CONTESTANTS WHO FINISH BEFORE TIME IS CALL ARE TO REMAIN SEATED UNTIL THE EVENT IS COMPLETED.
  - 7. ALL ANSWERS MUST BE INDICATED ON THE ANSWER SHEET.
  - 8. "WHEN TIME IS CALLED, PUT YOUR PEN OR PENCIL DOWN. IF YOU ARE SEEN WRITING AFTER TIME IS CALLED, YOUR TEST WILL NOT BE SCORED. IF ANYONE IN THE ROOM DOES NOT FULLY UNDERSTAND, PLEASE RAISE YOUR HAND." (if anyone does raise their hand, repeat the statement)
  - 9. ask if there are any questions. If none, continue with the briefing.
  - 10. remind the contestants "DO NOT OPEN THE TEST ENVELOPES UNTIL TOLD TO DO SO!"
- E. Pass out the sealed test packets and have the contestants complete the information requested on the front.
- F. When all contestants have completed the information, tell them to begin and start the clock.
- G. Time remaining should be announced with 10, 5, and 1 minutes remaining.

**IX. Aircraft Identification event briefing**

- A. Set up the slide projector in advance following the instructions on the next page.
- B. Make a practice run with the slide tray and tape and follow along with a copy of the test.
- C. At the end of your practice run
  - 1. Reset the slide tray.
  - 2. Rewind the cassette tape.
  - 3. Secure the room.
- D. Call roll to determine seat selection.
  - 1. Call the roll five times, allowing one contestant from each school to enter the room each time the schools name is called. This allows each team to select the best available seat for their best contestant.
  - 2. Contestants from the same school may not sit next to each other. Once all contestants have been seated, call the roll again. This time have all of the contestants from each school raise their hands as their schools name is called. If any contestants from the same school are seated next to each other, have them reseated at this time.
- C. Ask if there are any questions. If not proceed with the instructions for administering the test as given on the next page.

## **AIRCRAFT IDENTIFICATION EVENT INSTRUCTIONS**

**(Judge; Please read through the entire set of instructions to yourself before beginning the event. It is very important that the equipment set-up and operation be checked prior to the event.)**

1. Place the slide tray on the projector.
2. Insert the timing cassette tape in the synchronized tape player.
3. Distribute the test packets.
4. Read the following instructions: You will be given three (3) seconds to view each slide, after which you will be given fifteen (15) seconds (for multiple choice questions) and thirty (30) seconds (for fill in questions) to mark the correct manufacturer, model number, and common name. If an aircraft shown does not have a model number or common name you must use the work "none" to so indicate. Please tell the contestants that some of the slides have been intentionally placed in reverse.
5. The first slide is a sample. Mark your choices in the area below. Are there any questions?
6. Manually advance the projector one position and focus the projector. The sample slide (McDonnell Douglas, F-18, Hornet) will appear. After three seconds again manually advance the projector to the next slide which says, "The Next Slide is No. 0001", appears on the screen.
7. Give the contestants 15 seconds to make their selections on the front of the test packet.
8. Give the correct answer and answer any questions as to how to take the test.
9. When there are no more questions and you are ready to begin the test tell the contestants to turn the cover page of the test packet. To begin the test, press play on the synchronized cassette player.
10. There will be a delay of 15 seconds before the first test slide appears. The remainder of the test is controlled by the cassette tape.
11. After the last slide is shown, the cassette tape will advance the projector to a blank screen. Thirty seconds later, it will advance again to a blank screen. This second advance tells you that the 30 second response period for the last slide has expired. All contestants must stop writing at this point. The lights should be turned on and all test packets collected for scoring.

**It is EXTREMELY IMPORTANT that the slides and synchronized cassette be shipped to the address enclosed on the day following their use. DO NOT wait until the SAFECON is over to mail. Ship UPS 2nd day Air.**