Dear Glenn,

Let me say again how delighted we are that you will moderate the TAFM debate on Mar. 15.

This e-mail is intended to pull together in one place everything you will need as moderator, so it does repeat some information sent previously in addition to providing new information.

1. Location: Ashman Marriott Hotel, 111 W. Main St.

2. Time: 7:00-8:30 pm. It would be helpful if you could plan to arrive by 6:30, to allow time for you to meet & talk with the speakers, the student cosponsor, and the candidates.

3. Overview of speakers' order & time allocation: Please see the attachment (a revised version of what I sent previously. It will be very important to adhere to the time limits set, as well as to make sure that both debaters and the senate candidate(s) are dealt with in the same manner when it comes to enforcing time limits. William Allen will make the initial welcome & he will introduce you, then take a seat. Ruth Ploski will be the timekeeper & will signal a time warnings. It will be helpful, of course, if you are also watching the time.

4. Introductions: You will introduce the speakers; see the attached bios for Carl Cohen and Tom Weisskopf. Please introduce each of them before they give their initial presentation. After each has presented and given their 5-minute rebuttal, you will also introduce the only candidate in the Michigan Senate race who (so far) has accepted our invitation to speak. See the attached bio sketch for Jerry Zandstra, taken from his campaign website. Please be sure to mention that ALL THREE candidates in the Republican primary senate race were invited (Sheriff Michael Bouchard, Mr. Keith Butler, and Mr. Jerry Zandstra). Only Zanstra accepted. Note that he is invited to make only a brief 3-minute statement about his position on affirmative action preferences.

Rather than reading the bio sketches as written, please consider them as source material from which you draw to give the actual introductions within the brief amount of time allocated for this purpose. Many thanks.

5. Debate rules: During your introductory remarks, you will also need to remind the speakers and inform the audience about the "debate rules" for the event. Please use the "Order-time of speakers" document to give an overview of the order of speakers, the time limits, the opportunity for rebuttal, and so forth. Please let everyone know up front that time limits will be enforced. Also, this is the time to invite the audience to use the index cards provided to write down their questions. We will have volunteers on hand to collect the questions & give them to you. Please let the audience know that Professors Cohen & Weisskopf will each be invited to respond to each question, and that Mr. Zandstra will respond only to questions that are specifically directed to him by the questioner (so they need to be sure to indicate that on the index card). Finally, please be sure to mention

during your introductory remarks that there are evaluation forms to complete. TAFM very much values audience feedback. Please mention the evaluations again later, as shown on the "Order of Speakers…" document.

6. Question & answer period: As indicated above, we are taking written questions from the audience, rather than oral questions. Please be sure to mention that the reason for this is to enable us to cover as many questions as we possibly can. In choosing questions, please try to alternate between questions that reflect a "pro" affirmative action stance and those that reflect a "con" affirmative action stance as best you can (realizing some questions may not reflect a pro or con stance). The order for responses need to be handled so that it also alternates between the pro & con speakers. Responses are limited to 2-minutes. Please be sure to announce that.

I believe that I sent you earlier the link to the TAFM guidelines for format & for the moderator, but here it is for your convenience:
http://towardafairmichigan.org/DebateGuidelines.html

If you've not already done so, I think you might find it helpful to browse some of the pages at this website: http://www.debateproject.com/introduction/index.cfm We have used the information from this Debate Advisory Standards Project in developing the TAFM debate format and standards. The information on the website conveys very well the sort of even-handed, high-level, professional approach that TAFM sets as our goal for each of our debates.

Hope I have not totally overloaded you by putting all this into a single message; just thought it would be good to have it all in one place.

If you have questions, please e-mail, or call me at 517-749-6938.

Once again, many thanks for your participation! I look forward to seeing you on the 15th.

Carol Allen
TAFM Program Director