

FLOWER SHOW SYMPOSIUM MANUAL

Updated JANUARY 2022

PURPOSE of SYMPOSIUM

Provide opportunities for Accredited Judges to refresh their knowledge of judging procedures in all divisions of an NGC Flower Show, and to remain in good standing.

- To challenge participants to explore advanced studies and to promote a higher level of competency using proper exhibiting and judging techniques.
- Provide learning opportunities of the latest in design and horticulture techniques for all garden club members interested in NGC Flower Shows, Horticulture and/or Design.

SCHEDULING

States may establish a schedule of symposiums within the state or state districts during a specific time frame or may coordinate with surrounding states alternating sponsorships of symposiums.

I. RESPONSIBILITIES OF THE STATE FLOWER SHOW SYMPOSIUM CHAIRMAN

- A. At least **one (1) year** in advance, acquire approval from State Garden Club Executive Board or State Judges Council Executive Board to sponsor a Flower Show Symposium.
- B. Plan and organize all Symposiums within the state, supervising all details or appointing a Local Flower Show Symposium Chairman per state policy.
 1. The State Flower Show Symposium Chairman is ultimately responsible for all Flower Show Symposium activities.
 2. All forms sent to the NGC Symposium Chairman, Instructors, NGC Headquarters, etc. must be approved and mailed/emailed by the State Flower Show Symposium Chairman.

II. DUTIES OF THE STATE AND LOCAL FLOWER SHOW SYMPOSIUM CHAIRMAN

Responsibility	Date accomplished
A. Organization (club, judges council, district, state, countries) expresses interest in hosting Flower Show Symposium.	
B. Local Flower Show Symposium Chairman appointed or elected, or State Flower Show Symposium Chairman may assume all duties, and/or appoints a specific Symposium Chairman.	
C. State and/or local sponsors will determine site and dates for Symposium with approval from State President or State Judges Council.	

D. State Flower Show Symposium Chairman requests state approval.	
<p>E. State Flower Show Symposium Chairman provides necessary NGC Symposium forms to the Local Symposium Chairman, with immediate attention to NGC Forms 1, 22, and 23. Forms are found on the NGC Website Flower Show Schools Resource page as fillable PDFs which can be emailed and/or printed. Save a copy of all forms.</p> <p><u>NGC Forms by Title:</u> Form -- 1 “Flower Show Schools/Symposium Registration” Form – 10 “Flower Show Symposium Summary” Form – 11 “Flower Show Symposium Credit Roster” Form – 12 “Flower Show Symposium Audit Roster” Form -- 22 “Flower Show Symposium Check List” Form -- 23 “Flower Show School or Symposium Instructor’s Contract” Form -- 27 “Evaluation of Course/Symposium & Instructor”</p>	
F. State and/or Local Chairman plan the symposium including selecting all instructors and choosing specific plants to be studied. Symposiums must include four (4) hours EACH of Horticulture and Design (including practice point scoring) and two (2) hours of Allied Topic/s.	
<p>G. Local Chairman invites instructors for Horticulture and Design AT LEAST ONE (1) YEAR prior to the scheduled symposium. Symposium Chairmen should plan contracted expenses accordingly and may rescind an invitation before contracts are signed if Instructor(s) fees aren’t within the Symposium budget range.</p> <ol style="list-style-type: none"> 1. The list of approved instructors can be found on the NGC Website Flower Show Schools Resources page. Only instructors approved to teach Symposium (<i>marked with an “S”</i>) and in Good Standing can teach. The list is updated each January and July. 2. Horticulture and Design must be taught by different NGC approved instructors. Allied Topic/s may be taught by either instructor, or a third qualified lecturer. 3. Two copies of the NGC Form 23 – (Flower Show School or Symposium Instructors Contract) are sent to each instructor immediately after the instructor accepts the invitation. Contracts may be emailed or mailed. 4. When contracts are received, all instructor requests should be noted. <p><i>NOTE: If the Local Chairman is also the Flower Show Symposium Instructor contracted for that symposium, the State Flower Show Schools Chairman must approve and sign the contract. If the Local Chairman is also the State Flower Show Schools Chairman, the State President must approve and sign the contract.</i></p>	
<p>H. Local Flower Show Symposium Chairman appoints Flower Show Symposium committee members. See pages 8-12 for details on these chairmen. <i>(NOTE: A successful Flower Show Symposium uses many committee volunteer members. The Local Flower Show Symposium Chairmen should NOT do it all!)</i></p>	
<p>I. Local Flower Show Symposium Chairman starts filling out the NGC Form -22 (<i>Flower Show Symposium Check List</i>) as preparation for the symposium’s progress. <i>Deadlines should be highlighted and met.</i></p>	

<p>J. Local Flower Show Symposium Chairman makes one (1) copy of NGC Form -1 (<i>Flower Show Schools/Symposium Registration</i>). Mails/emails to State Symposium Chairman. State Symposium Chairman reviews and forwards them to NGC Symposium Chairman as soon as contracts are signed, NO LATER THAN FOUR (4) MONTHS BEFORE SYMPOSIUM. IA Country Flower Show Symposium Chairman mails papers to the NGC IA Symposium Chairman.</p>	
<p>K. NGC Symposium Chairman signs the Registration form, returns it to State Symposium Chairman and notifies NGC Headquarters and NGC Flower Show Schools Chairman of Symposium dates, location, registrar's name and email address, instructors, and topics. The NGC Website Symposium Calendar will list the names of the instructors and their subject matter.</p>	

SYMPOSIUM SCHEDULE	
<p>A. Schedule must include two (2) full days of lectures, or depending on scheduling, two and a half days with the Allied Topic taking place during the half day.</p>	
<p>B. At least one 15-minute break must be planned for each morning and afternoon session in addition to the lunch break.</p>	
<p>C. Written point scoring exams MUST follow immediately after practice point scoring.</p> <p>(NOTE: An Allied Topic MAY NOT separate Practice Point Scoring from the Written Point Scoring examination.)</p>	
<p>D. Horticulture and Design lectures, including practice point scoring, must total four (4) hours each. Allied Topic lecture must total 2 (two) hours but may be split into one (1) hour each over two or three days, and can be in the morning before lectures, in the evening, or prior to Day 1.</p>	
<p>E. Written point scoring exam must allow two (2) hours.</p>	
<p>F. If an allied topic is being taught by someone other than an NGC Instructor, an outline must be secured, with the instructor's biography, and sent via email/mail to the NGC Symposium Chairman for approval.</p>	

PRELIMINARY PLANNING	
A. Symposium brochure <u>MUST include</u> Handbook pages to be studied, location, date, time schedule, a statement that students must attend ALL sessions for credit, registrar, contact information, instructor biographies, registration form, directions, and local lodging. Include a statement that students must bring their own <i>Handbook for Flower Shows</i> . Also state if a clipboard will be provided. Copies should be emailed/mailed to participants, all instructors, and NGC Symposium Chairman at least three (3) months before the symposium. See sample.	
B. Works with Staging Chairman on securing a facility with sufficient room for classroom teaching and practice point scoring, exhibit space for horticulture specimens and design exhibits, design instructor set-up room, and Written Point Scoring examination.	
C. Continues to communicate with Committee Members regularly about the status of their responsibilities.	
D. Works with NGC instructors/presenters to make sure all outlines and point score sheets are approved by the NGC Symposium Chairman.	
E. Email all outlines, practice point score sheets to all symposium participants one month in advance, so participants then have a chance to study. NOTE: papers are not sent until after the NGC Symposium Chairman signs NGC Form – 1 (Flower Show School/Symposium Registration).	
F. Duplicates Written Point Score Sheets for all judges taking the exam.	
G. Sends horticulture and design point scoring sheets to the Horticulture Instructor's Assistant and Chairman of Design.	
H. Secures two (2) Accredited Judges to serve on the Horticulture Master Panel and two (2) Accredited Judges to serve on the Design Master Panel. Master panel judges MUST attend the lecture and point score lecture.	

ONE WEEK BEFORE SYMPOSIUM	
A. Duplicates NGC Form--27, (<i>Evaluation of Course/Symposium & Instructor</i>) for each attendee. <i>One form should be available for EACH instructor.</i>	
B. Double checks Instructors contracts for special requests.	
C. Checks with local committee chairman for last minute issues.	
D. Confirms the Horticulture Master Panel and Design Master Panel Accredited Judges are attending the lecture and practice point scoring.	
E. Obtains supplies as needed which could include stapler, pencils, pencil sharpener, clipboards (optional) for judges taking the point score examinations, markers, and entry cards for practice point scoring and written point scoring examination.	

ONE DAY BEFORE SYMPOSIUM	
A. <u>For Horticulture</u> : Specimens must be identified, staged, and in place for instructor's review the afternoon before the Horticulture Lecture.	
B. <u>For Design</u> : Instructor must be given ample time to create eight (8) designs and place them the day prior to the Design Lecture. (Allow approximately 30+ minutes per design.) <ol style="list-style-type: none"> 1. Instructors should never be asked to work after the dinner hour. 2. Instructors must be given a workroom for a day prior to lecture if unable to set up in lecture room by noon. 	
C. Advises instructors of plans involving meals, transportation, lodging, etc.	
D. Provides a Student Number to each Judge taking the Written Point Score Exam. This number is not shared with instructors. Students will use this number on all examination papers.	
<u>NOTE:</u> <i>Assigning numbers alphabetically by student's last name may help with clerical work, though it is not required.</i>	

DAY OF SCHEDULED SYMPOSIUM	
A. Follows the established time schedule.	
B. Handles all last-minute concerns.	
E. Provides outlines, point scoring sheets, and other materials to newly registered attendees.	
C. Briefly introduces dignitaries and instructors.	
E. Makes necessary announcements including: <ul style="list-style-type: none"> 1. Only pertinent questions to the symposium subjects should be asked during lectures and none are to be argumentative. 2. Any corrections/problems relative to the lectures must be supported by the Handbook references and given in writing to the State/Local Symposium Chairman. 3. Reminds audience members to turn cell phones to off or vibrate. 	
F. Distributes NGC Form – 27 (<i>Evaluation of Course/Symposium & Instructor</i>), to participants. Collects NGC Form-27, (<i>Evaluation of Course/Symposium & Instructor</i>) from all attendees of Symposium. Reviews comments relative to committee responsibilities. Forms are then sent to the NGC Flower Show School Chairman or IA FSS Chairman and not shared with classroom instructors or others.	
NOTE: if serious problems arise concerning any instructor, the State Symposium Chairman should be advised, and that chairman should contact the NGC Flower Show Schools Chairman or IA Flower Show Schools Chairman. All such reports are kept in strictest confidence and every effort is made to resolve the problem.	
G. Distributes Point Score sheets for the Written Point Scoring Examination to the judges and Master Panel.	
H. Confirms payment to Instructors based on agreed-upon contract.	
I. Collects Point Scoring examination papers from the Point Scoring Examination Proctor, records the judges' numbers and puts papers in sequential order. Mails papers using USPS postage, Priority Mail , <u>including a self-addressed stamped return Priority Mail envelope</u> . Papers are mailed to instructors NO LATER than one (1) week after Examination Day.	
NOTE: Master Panel point score sheets are given to the instructor immediately after point scoring.	

WHEN PAPERS ARE RETURNED	
NOTE: Examination papers are NEVER returned to students until the Symposium has been fully accredited by the NGC Symposium Chairman.	
A. When all point score papers are graded, they will be returned by the Instructor along with NGC Form-26 (<i>Master Grade Record</i>) for their subjects, Master Panel point score sheets, and Master Panel point score summary. Papers should be returned within three (3) weeks upon receipt by Instructor, or sooner.	

<p>B. Local Chairman will tabulate all grades on NGC Form-11 (Symposium Credit Roster) for each judge, for the state and local chairman files.</p> <p>NOTE: Any grades on any examination lower than 70 are circled in RED.</p>	
<p>C. All grades are added together and then averaged for each student, except for students with failed written point scoring examinations. The Highest, Middle and Lowest totaled grade papers are COPIED, and the originals are sent to the State FS Symposium Chairman, who reviews them, then forwards them to the NGC Symposium Chairman (or IA Accrediting Chairman), with the following forms:</p> <ol style="list-style-type: none"> 1. NGC Form-10 "<i>Symposium Summary</i>"—4 copies (IA, 5 copies) <ol style="list-style-type: none"> 2. NGC Form-11 "<i>Symposium Credit Roster</i>"—2 copies (IA, 5 copies) 3. NGC Form- 12 "<i>Symposium Audit Roster</i>"—2 copies (IA 5 copies) 4. NGC Form-17 "<i>Combined Application for All Judging Status Advancements</i>" listing judges for whose records are held and are deserving of advancement to Accredited Life or Accredited Master Judge. 5. Master Panel Point Scoring sheets, 1 for each Written Point Score Examination. 6. Check in the amount of \$5 for each name on NGC Form 11 —"<i>Symposium Credit Roster</i>" and NGC Form 12- "<i>Symposium Audit Roster</i>". <p>NOTE: Failing papers for Symposium written point score examinations are also sent to the NGC Symposium Chairman for review.</p> <p>ADDITIONAL NOTE: ALL papers are held and not mailed to students until the Symposium has been accredited by the NGC Symposium Chairman.</p>	
<p>D. When the Symposium has been finalized and accredited by the NGC Symposium Chairman, the State Flower Show Symposium Chairman will receive signed and dated copies of all papers submitted.</p>	
<p>E. All written point scoring examination papers and copies of the Master Point Scoring Sheets are returned to all the judges by the state or local symposium chairman.</p>	
<p>F. Preparation begins for the next Symposium.</p>	

Chairman listed below may take on more than one responsibility. Chairmen may also elect to develop a committee for assistance.

COMMITTEE CHAIRMAN	DUTIES	DATE ACCOMPLISHED
Symposium Registrar	Receives and records all registrations and checks, noting name, address, email, phone, judges' status. Assign seat by date registered.	
	Forwards checks to Symposium Treasurer.	
	Confirms eligibility from State Judges Credentials Chairman two (2) weeks prior to symposium.	
	Obtains NGC Form 18 (Flower Show School/Symposium Judges Eligibility Certificate) from all out-of-state judges seeking credit and forwards these to State Judges' Credentials Chairman.	
	Establishes system for verifying attendance at all Symposium sessions. Attendees MUST attend all sessions to receive credit. A punch card or sign-in sheet is recommended.	
	Provides list of registered participants to Local Symposium Chairman.	
	Collects attendance cards upon Symposium completion and gives to the State Judges Credentials Chairman for processing.	
Symposium Treasurer	Works with Local Symposium Chairman in establishing an overall budget for the Flower Show Symposium.	
	Establishes bank account for the Symposium based on State, Region and/or NGC policies.	
	Records all checks, and cash received.	
	Pays all bills based on submitted receipts.	
	Provides an account summary upon completion of the Symposium to the sponsoring organization.	

Horticulture Instructor's Assistant/s	Secures sufficient quantities of required plant material from selected plant groups for discussion, practice point scoring and Written Point Scoring exam, as requested by horticulture instructor. Plant material should be of high quality, garden grown as much as possible, and show worthy though not all blue-ribbon winners.	
	Assists instructors in determining specimens for practice point scoring and Written Point Scoring examinations.	
	Aids in identifying and botanically labeling all exhibits.	
	Sets up specimens as directed by the horticulture instructor.	
	<p>Botanically labels all exhibits for practice point scoring and the three exhibits per class for the Written Point Scoring exams. Exhibits are numbered 1, 2, and 3 from left-to-right.</p> <p><i>NOTE: Specimens for point scoring do not have to be identical but representative of the requirements of the point score sheet class description.</i></p> <p>If due to weather conditions, etc., chosen plants are unavailable and must be substituted, the chairman. must notify the Local Symposium Chairman immediately and works with the Horticulture Instructor and NGC Symposium Chairman or IA Accrediting Chairman on replacement plants to study.</p>	
	Dismantles demonstration and point scoring exhibits and assists Instructor with removing visual aids.	

Floral Chairman/ Committee including Design Assistant/s	Works with Local Symposium Chairman in securing Instructor's plant material from list received at least three (3) weeks prior to the Symposium based on Instructor's contract.	
	Provides buckets, brooms, dustpans, waste baskets, etc. and makes requested materials (conditioned plant material, containers, backgrounds, line material, etc.) available on the morning of the day prior to the Design lecture. Secures access to water source.	
	Aids in unpacking, setting up, dismantling and repacking instructor's design equipment.	
	Keeps work areas clean.	
Chairman of Designs(for practice and Written Point Scoring)	<p>Secures necessary designers who interpret design specifications based on the Instructor's point scoring class description.</p> <p><i>NOTE: Any capable designer may create design/s for practice and Written Point Scoring exams, though those taking the Written Point Scoring exam for credit may NOT create a design/s for the written examination.</i></p> <p>Prior to a Symposium, Chairman of Designs should work with exhibitors assigned to practice point score classes on design techniques, NGC design policies, etc. Practice sessions are encouraged.</p>	
	Supervises staging of all designs. Designs are numbered 1, 2 and 3 from left-to-right. List of plant material on cards placed by design.	
	Assists designers with dismantling if needed.	
Allied Topics Chairman (Optional)	Assists Allied Topics Speakers as needed.	

Staging Chairman and Committee	Ensures sufficient room to accommodate audience, practice point scoring exhibits, horticulture specimens, design instructor's designs, lecture visual aids and other visual aids.	
	Provides and sets up all staging needs as requested by instructors. Reviews instructors' contracts with Local FS Symposium Chairman for requested tables, skirting, pedestal, frames, staging panels, etc.	
	Provides for wastebaskets.	
	Provides for microphone system, preferably a lavalier, for the speakers.	
	Arranges for physical set-up for attendees. Classroom style with tables and chairs for judges is preferred.	
	Arranges for registration, sales, and hospitality tables.	
	Arranges for separate room for Written Point Scoring examination for Horticulture and Design. If separate rooms are unavailable, arranges for screened-off portion of lecture room.	
Speakers' Hospitality	Arranges for instructors' arrivals and departures, lodging, meals, and transportation throughout stay.	
	Provides comfort during lectures.	
Symposium Hospitality	Arranges food and beverage/s during breaks.	
	Plans for meals for judges and/or instructors.	

Written Point Scoring Examination Proctor	Sits in Written Point Scoring examination room/s for the allotted testing time, maintaining order and silence.	
	Checks that each exhibit is clearly labeled by class and number, and placed left-to-right, with a list of plant material used for each design.	
	Ensures judges do NOT take anything into the examination area except writing utensil, point score sheets and clipboard. All outlines, books and other written materials are not permitted.	
	Makes sure all electronic devices are turned off or kept from the room.	
	Makes sure judges do not confer with each other or touch exhibits. Judges are given a verbal warning for the first offense; should a violation occur a second time, the judge may be asked by the proctor to return incomplete examination papers and immediately leave the testing room. Such papers will not be graded.	
	Distributes and collects Written Point Scoring Examination papers. Checks for Judge's number, addition, and existence of comments in all boxes.	
	Reminds judges periodically of testing time remaining.	
	Returns all point score testing papers to the Local Symposium Chairman.	
Symposium Coordinator (As Needed)	Required When Symposium Chairman wishes to take the Symposium for credit .	
	The coordinator must be experienced in how a symposium functions in order to take over any problem that might arise during the lectures being given by the NGC instructors. (The Symposium chairman is not permitted to leave the room during the lecture as is the case for all judges taking a symposium for credit.)	
	The name of the Coordinator must be stated on the brochure.	

EMERGENCY PROCEDURES INVOLVING INSTRUCTORS

EMERGENCY LESS THAN A MONTH BUT MORE THAN TWO (2) Weeks before registered Symposium.

1. Contracted instructor seeks replacement with approval of Local/State FSS Symposium Chairman and NGC Symposium Chairman. If contracted instructor is unable to find a replacement, Local Symposium Chairman assumes responsibility and may seek assistance of NGC Symposium Chairman, or IA Flower Show Symposium Chairman.
2. Replacement instructor **MUST** be in good standing and approved to teach the required subject.
3. State Flower Show Symposium Chairman is notified of replacement.
4. State Flower Show Symposium Chairman requests approval of NGC Symposium Chairman or IA Symposium Chairman.
5. If sufficient time is available, replacement may have new Point Scoring forms approved by NGC Symposium Chairman or IA Symposium Chairman and teach from own outline/s for newly agreed upon topic. If insufficient time, instructor is allowed to use previous instructor's outline/s and examinations.
6. If approved replacement cannot be found, the symposium must be postponed, or attendees must be informed in advance that only a portion of the required hours will be taught at that time. Judges **MAY NOT** receive credit for a symposium until all subjects have been taught in their entirety and, if necessary, point score examinations passed.

EMERGENCY LESS THAN TWO (2) WEEKS PRIOR TO COURSE

Same as above, though there is insufficient time for new subject/outline and point scoresheet to be approved. **HOWEVER**, if an alternate topic written by the substitute instructor has already been approved and the State Symposium Chairman agrees topic changes may be made.

EMERGENCY DURING SYMPOSIUM

1. If instructor is unable to complete the lecture, and **any** accredited NGC Flower Show Symposium Instructor is available, that instructor may complete the lecture.
2. If no instructor is available, the subject must be postponed and taught at a later time.
3. Judges receive credit **ONLY** for subjects that have been taught in full and, if necessary, Point Scoring Examinations taken and passed. Judges do not receive credit for the entire symposium until all subjects have been taught and, if necessary, all point scoring examinations have been taken and passed.
4. State Symposium Chairman must contact either the NGC Symposium Chairman or the NGC Flower Show Schools Chairman as soon as possible for assistance in resolving problems.