Planning for Virtual Speech Contest

Within One Week Prior to Event

Contest Chair

- Send Contestants
    - Eligibility Originality Form
    - Contestant Biographical
    - Contact information for Contest Officials
    - Exchange contact information with all Contestants
        - Name
        - Email
        - Cell Phone for texting/calling
    - Link to Contest Rulebook
- Contact Sergeants at Arms (SAA), ask for their contact information and share it with all SAAs so they can text each-other during the Table Topics Contest.   One SAA will go to the Breakout Room with the Table Topics Contestants while they are waiting to speak.   The second SAA will remain in the Main Room, and text the SAA in the Contestant Room when it's time to send the next Contestant to the Main Room.
    - Name
    - Email
    - Cell Phone for texting/calling
- Create Slides and be prepared to share them via Zoom during the Contest, or send them to the Zoom Leader:
    - Contest Agenda, including Contestant Names and role players
    - Reminders: Turn off video, mute microphone, don't use the Chat feature while Contestants are speaking
- Choose a Table Topics question that is simple (not long) and **universally relevant to all cultures**
- If possible, recruit a Zoom host who can welcome guests and keep the audience informed and entertained during the briefings. (Not the Chair, Chief Judge or Zoom Leader)
- Ensure the Chief Judge is prepared to announce the winners at the end of the Contest.

Chief Judge

- Exchange contact information with Judges and all Contest Officials (Timers, Ballot counters)
    - Name
    - Email
    - Cell Phone for texting/calling
- Send Judges
    - Eligibility Form
    - Ballots (International Speech & Table Topics)
    - Tie-Breaking Ballot (International Speech & Table Topics)
   - Link to Contest Rulebook

- Establish protocol for casting ballots during the Contest (Chief Judge's choice, text, email, survey or online form).   One method should be consistently used by all Judges.
- Contact Timers
  - Determine how timing signals will be displayed (Zoom background, cards, shared PowerPoint Deck). Make sure the Timers have what they need (cards, etc.)
  - Both Timers should be timing, explain protocol to compare timing records (timers can text each-other)
  - Explain protocol for submitting the timing forms to the Chief Judge (text, email)
  - Send the Time Record Sheet
  - Send the Link to Contest Rulebook
- Contact Ballot Counters
  - Explain protocol for casting ballots
  - Send Ballot Counter Tally Sheets
  - Send the Link to Contest Rulebook

Toastmaster

- **Ensure that the Toastmaster uses the updated script for Virtual Contests** these are available at tmd55.org on the Contest Scripts page

Zoom Leader

- Contact Contest Chair and Chief Judge from Area or Division Contests for Contestant names and documentation
- Create Tech Rehearsal meeting link
- Create Contest Zoom meeting link
- Send Zoom meeting link to Jean Ramsey so that she can post it on TMD55.org
- Sign into the Zoom account to make sure that the Breakout Room feature is active. Log into the Account Page and choose "Settings" – Choose "In Meeting (Advanced)", then toggle the Breakout Room to "ON". (screenshot below)
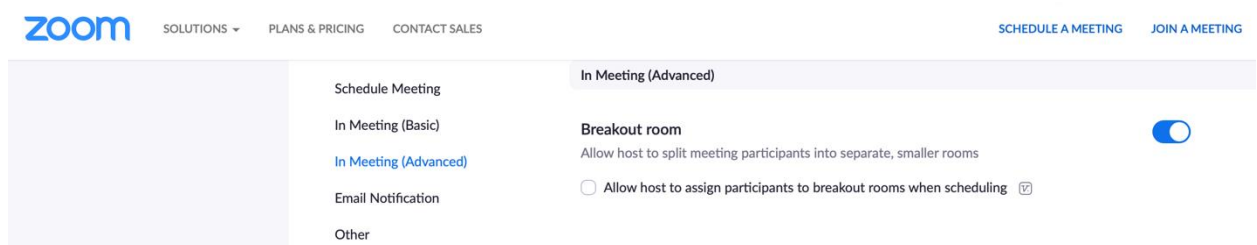
A few days Prior to Event

Contest Chair

- Determine how you will draw for speaking order (suggestions: Contest Chair randomly draws numbers on behalf of the contestants, Contest Chair preps paper with A>F on the outside & random numbers inside, and Contestants choose a letter).
- Hold Pre-Briefing/Tech Rehearsal for Contestants, include Timers
  - Ensure Contestant's device works
  - Ensure adequate lighting

- o Find best camera angle, Contestant's gestures and facial expressions should be visible
- o Test sound (speaker and microphone)
- o Test timing signals
- o Ensure stable Internet
- o Demonstrate how the Breakout rooms will work
- o Demonstrate how to "pin" the timer in Zoom (from Gallery View, right-click on the **Timer** window)
- o Practice for TT Contestants should include choosing to leave the Breakout Room, without leaving the Meeting altogether

Chief Judge
- Remind judges of briefing times
- Ensure all contact information is exchanged

Zoom Manager
- Host Pre-Briefing/Tech Rehearsal

Day of the Event

Contest Chair
- Update Slides and be prepared to share them via Zoom, or send them to the Zoom Leader
  - o Contest Agenda, including Contestant Names and role players
  - o Reminders:
    - ▪ Turn off video, mute microphone, don't use the Chat feature while Contestants are speaking
- Ask Dignitaries to check in with the Contest Chair via private chat
- Conduct Contestant briefings, finalizing notes on lighting, camera angle and audio
- Give Contestants a head's up that interviews will follow the conclusion of both International and Table Topics Contests for their Area or Division.
- Briefing for Table Topics Contestants should include how to leave the Contestant's Breakout Room, without leaving the Meeting altogether.

Chief Judge
- Conduct standard Judges Briefing
- Review protocol for casting ballots
- Inform Judges of protocol for protests:
  1. Chief Judge informs Zoom Leader via private chat that there is a protest
  2. Zoom Leader informs Judges via private chat
  3. Zoom Leader moves Judges to Judges' room
  4. Judges discuss protest
  5. If protest stands after discussion, Chief Judge informs Zoom Leader
  6. Zoom Leader informs Contestant via private chat
  7. Zoom Leader moves Contestant to Judges' Room
  8. Chief Judge and Judges interview Contestant about the protest
  9. Chief Judge informs Zoom Leader they are done with the interview

10. Zoom Leader moves Contestant to Main Room
11. After discussion and decision, Chief Judge informs Zoom Leader Judges are done
12. Zoom Leader moves Chief Judge and Judges to Main Room or individuals return on their own
- Be prepared to announce the winners of the Contest.

Sergeant at Arms
- Arrive in time for briefings
- The SAA who will be in the Breakout Room with Table Topics Contestants should be decided ahead of the Contestant briefing

Timer
- The Timer who will be displaying timing indicators should be available immediately after the Chief Judge briefing to display the timing indicators to the Contestants.

Zoom Leader
- Set up rooms:
  o Main Room
  o Contestants' Room for briefings and to isolate Table Topics Contestants during Table Topics. The first Table Topics speaker stays in the Main Room.
  o Judges' Room for briefings and protests
  o Ballot Counting Room
- Rename Role Players
  o Contest Chair
  o Chief Judge
  o Toastmaster
  o Timer (the one who will be displaying the timing signals)

- In case of Protest
  o Chief Judge informs Zoom Leader via private chat that there is a protest
  o Zoom Leader informs Judges via private chat
  o Zoom Leader moves Judges to Judges' room
  o Judges discuss protest
  o If protest stands after discussion, Chief Judge informs Zoom Leader via private chat
  o Zoom Leader informs Contestant via private chat
  o Zoom Leader moves Contestant to Judges' Room
  o Chief Judge and Judges interview Contestant about the protest
  o Chief Judge informs Zoom Leader they are done with the interview
  o Zoom Leader moves Contestant to Main Room
  o After discussion and decision, Chief Judge informs Zoom Leader via private chat
  o Zoom Leader moves Chief Judge, and Judges to Main Room or individuals return on their own

- The Contest Chair should allow time for announcements before the Contest ends.

If technology fails during the Contest:

- And the Chief Judge determines that the Contest can no longer continue (due to a lack of Contestants or Contest officials), the Contest will be reconvened at a later date or time.
- And only one Contestant is impacted, the Chief Judge should pause the Contest until the technology issue is resolved. The Contestant should resume their speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified.