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DISTRICT 116
Speech Contest Orientation and Online Mock Contest
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Lead Organizers

Shehariyas Kandy

Bindu Pillai

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Online Contest Requirement

"All contestants and contest officials must be present in real time for the contest and must use a webcam and microphone to ensure they are visible and audible while delivering their speech."

- Contest Platform for Areas / Divisions / District – Zoom

- High-speed stable Internet connection

- Laptop / PC / Macbook with a good resolution front camera or a dedicated webcam.

- Wired / Wireless headset / earphone

- Backup power

- Well-lit room with a plain background
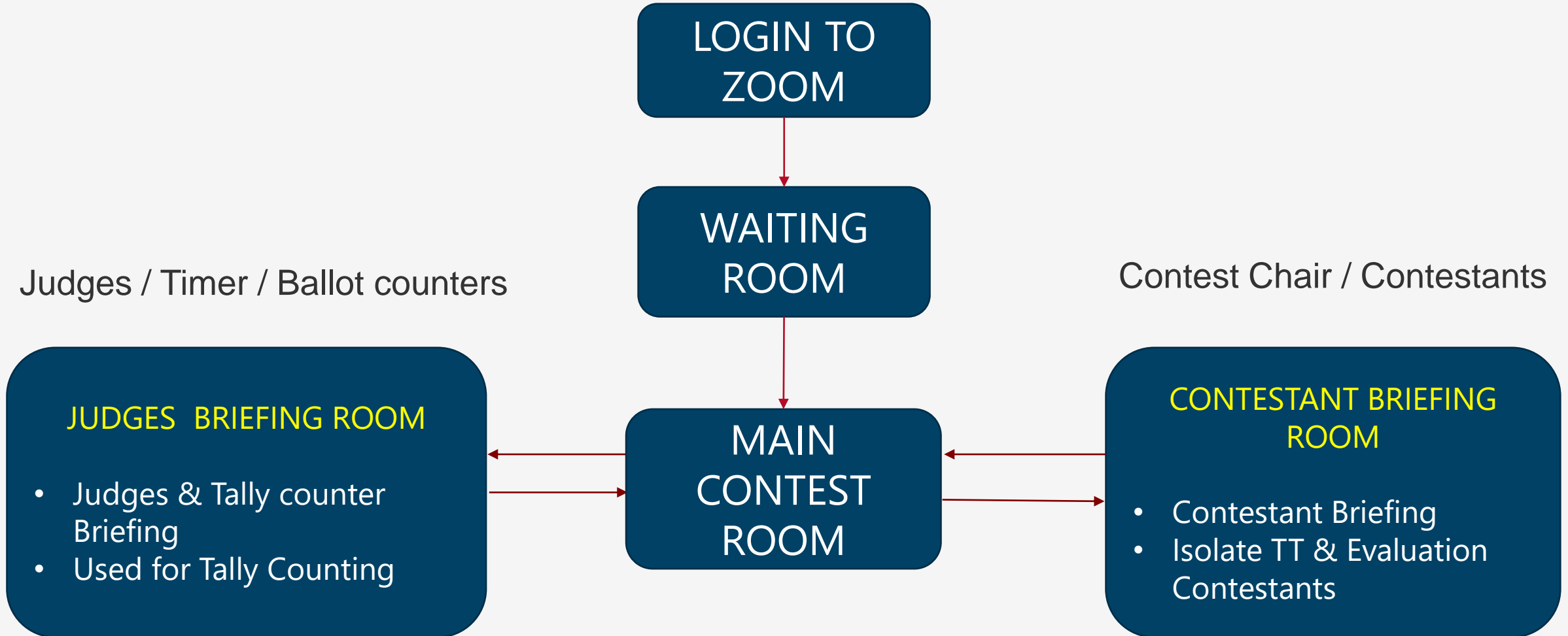
Zoom Settings – Contest Meeting Creation

While Creating the Meeting

- **Security**
  - **Waiting Room** – Enabled
  - **Waiting Room Options**
    - **Customized Waiting Room(Select)** – Put an Image or a Message or both
- **Schedule Meeting**
  - **Mute all participants when they join a meeting** – Enabled
- **In Meeting Basic**
  - **Co-host** – Enabled
  - **Screen sharing** – Enabled
  - **Who can share?** – Host Only

- **In Meeting Basic**
  - **Annotation** – Disabled
  - **Whiteboard** – Disabled
  - **Allow participants to rename themselves** – Enabled
  - **Hide participant profile pictures in a meeting** – Enabled
- **In Meeting Advanced**
  - **Breakout room** – Enabled
  - **Virtual background** – Enabled

Online Contest – Process Flow

LOGIN TO ZOOM

WAITING ROOM

Judges / Timer / Ballot counters

Contest Chair / Contestants

MAIN CONTEST ROOM

JUDGES BRIEFING ROOM

- Judges & Tally counter Briefing
- Used for Tally Counting

CONTESTANT BRIEFING ROOM

- Contestant Briefing
- Isolate TT & Evaluation Contestants

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Know the Role Players

Role Players	Remarks	Backup
Host	1 host	Co-Host #1
Contest Manger	1	Host
Co-Host #1	Monitor Mute / Unmute / Chat Room / Admit Attendees	Co-Host #2
Co-Host #2	Assist in Contestant Breakout Room	Co-Host #3
Co-Host #3	Assist in Judges Breakout Room	Co-Host #4
Co-Host #4	Presentation handling & Back up support to Host	Co-Host #3
Master of Ceremonies	1	Contest Manager
Timer	2 – One for Display and other for Recording Time	Secondary Timer
Ballot Counter	2 per contest. 3 for District contests	Co-Host #3
Chief Judge	1	1 Backup (Co-Host #3)
Contest Chair	1 per contest	1 Backup (Contest Manager)
Judge	Minimum of 7 (as per Contest level)	+3 additional
Contestants	As per Eligibility criteria	

DO's and DON'Ts

DO's

- Hosts/Co-Hosts/Role-Players/Contestants /Chief Judge/Judges to use only Laptops / Desktops in Online contests
- All Judges - Keep their Audio/Video turned off once they are in the main contest room except in the Judges Briefing Room.
- Contestants/Role players/Judges shall be participating only in ONE PLATFORM. Either fully in person or online. No hybrid option.
- Use Wired connection for internet

DON'Ts

- Contestants can use any virtual background.
- Host can participate in any contest of the event they are playing the role.
- Contestants can login from multiple devices. (In case of a backup device, they have to inform Host and Contest Chair or Chief Judge.)
- Use shared Wifi or sit in a far place from the Wifi router
- Co-Host can admit any attendees during the contest speech is in progress.

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Role - Host

Responsibility

- Smooth Online contest
- Create / Close / Assign Breakout rooms
- Escort Role players / Contestants to Breakout rooms
- Coordinate with Co-Hosts
- Enable / Disable Rights for role players
- Solve technical issues, if any

Pre-tasks

- Check and confirm the Zoom account and meeting settings.
- Stable Internet connection
- Maintain a list of role players
- Orient Co-hosts, Role players, Chief Judge
- Conduct a mock drill
- Agree on protocol - Contestants movement, Breakout room, TT display etc..
- Enable / Disable rights for role players

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Role – Co-Hosts

Co-Host #1

- Admit members from Waiting Room
- Verify the name codes for Role-Players
- Mute / Unmute the speakers
- Control the Chat Room
- Follow the Instructions of Host
- Act as Host during any contingency

Co-Host #2

- Judges Briefing Room
  - Assist CJ
  - Verify the name codes of Judges
  - Vacate the room once briefing is completed
- Breakout Room for Tally Counting
  - Assist CJ & Ballot Counters
  - Vacate the room once Tally-counting is completed.

⚠️ **Co-Host shall keep their Mic Muted and Camera OFF all the time in the Contest Room**

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Role – Co-Hosts

Co-Host #3

- Be with CC in the Contestant Briefing
- Verify the names & Code of Contestants
- Check Audio / Video settings for the Contestant & Contest Chair
- Brief Technical aspects to the CC & Contestants
- During the TT and Evaluation Contest, Observe the contestants in the breakout room

Co-Host #4

- Control the Presentation slides.

Co- Host shall keep their Mic Muted and Camera OFF all the time in the Contest Room

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Host vs Co-Host

Host

- **Start –**
  - **Meeting**
  - **Live streaming**
  - **Breakout Rooms and Move participants from one room to another**
  - **Enable / Disable Waiting Room**
- **Make another participant a Co-Host**
- **End Meeting for all participants**

VS.

Co-Host

- **Do not have access to the Host controls**
- **In case – Host requires someone to start a meeting on his / her behalf, they can assign an Alternative Host**

Guidelines – Contestants

Prior to Joining the Meeting

- Recommended to Use Laptop / PC / MacBook
- Ensure Stable Internet connectivity
- Use of Wireless headset / earphone
- Backup power or alternative for uninterrupted participation
- Good / sufficient lighting in front of the speaker (no lights behind)

- Test your audio setting prior to join the meeting
- Join the meeting 30 minutes in advance.
- Keep your alternative communication system available (WhatsApp or Mobile)
- Keep your laptop elevated.
- Should allow 360-degree view of the room when requested (For TT & Evaluation)
- Ensure no other background noise.

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Guidelines - Contestants

Prior to Start of Speech

- Keep your mobile in silent mode

- Check your Audio & Video prior to start your speech

- Enable Speakers view

- Pin the Timer

- Position yourself as briefed in the breakout room

- Keep your mobile in silent mode

- On completion of speech, keep your Audio / Video OFF and stay in Main Room
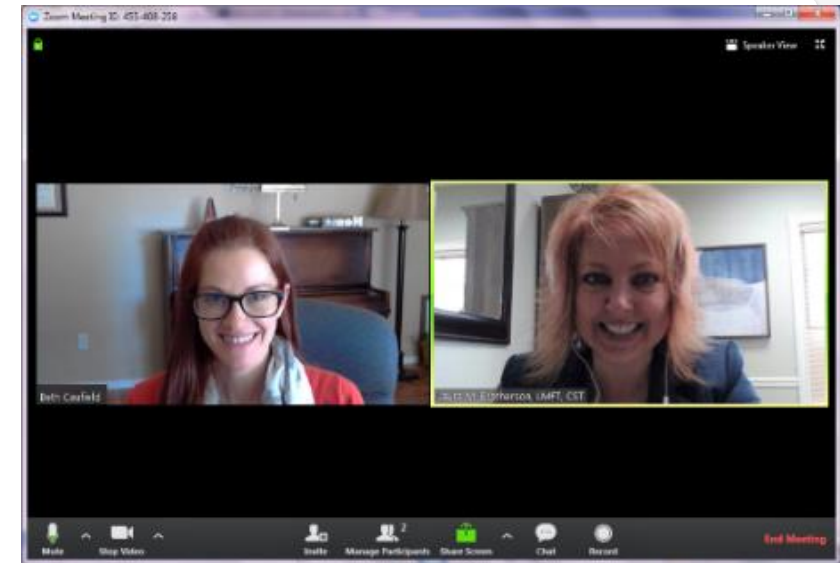
Pin the Timer & Speakers view

Guidelines – Role Players

While Joining the Meeting

- If you have your Zoom Account use your credentials and join if not directly join

- Enter the Zoom with your ROLE & Actual Name   (Eg. Timer 1 - XXX)

- Judges shall use the code advised by the Chief Judge

- Mic for all shall be kept in Muted condition

- Individuals shall keep their Camera in OFF condition, all the time

- Switch ON the camera only in the breakout room, when the Co-Host asks

- Speakers (Contest Chair, Timer & Speakers) camera will be ON only when they speak.

- During the contest, No one will be allowed to use the Chat Room

Guidelines – Audience

While Joining the Meeting

- Enter the Zoom with your Actual Name

- Mic for all shall be Muted in general

- Individuals shall keep their Camera in OFF condition, all the time.

- Chat room will be disabled during the contest.

- If you have any questions, send a personal message to Co-Host

Role - Timer

Before the Contest

- Print Timers sheet
- Create virtual background to indicate time - White / Green / Amber / Red
- Have color cards handy
- Prepare Contact list of the key role players
- Ensure no disturbance during the contest

On the Contest day

- Login into Zoom on time
- Change name to "Timer-Name", Keep **Sound muted** and **Video off in Main room.**
- Briefing –
  - Accept request to move to breakout room for briefing
  - Turn **Video on**
  - Note the order of speaking
  - Leave the Breakout room when asked by the Host / Co-Host
- Use appropriate Virtual background
- Main timer will be pinned
- Stand-by timer will step in case of any technical glitch

During the Contest

- Reconfirm speaking order and contestant names when CC announces the speaking order.
- Note the contestant disqualification for not showing up
- Contact co-host in case of any difficulty
- Set **Video ON** throughout the contest. Mask the camera with a tape.
- Timer to set zoom view to "Speaker View" and not "Gallery View"
- Put mobile on "Airplane Mode"
- Timing starts when the speaker begins speech
- Timer shall privately send the recorded times after the contest to the CJ over WhatsApp

Role – Chief Judge

Prior to Joining

- Read the speech contest rulebook, on-line contest exceptions from TI & D116 guidelines.
- Email the following documents to all judges
    - Judge's Guide and Ballot
    - Speech Contest Rulebook (Item 1171)
    - Judge's Certification of Eligibility and Code of Ethics
- Email timers' sheet to all timers
- Allocate a unique code for role players.
- Instruct judges to register into zoom using this code (e.g., JD-IC01 / HC01 / TC01 / EC01), Ballot counters (e.g., BC-IC-Name / HC-Name)
- Prepare a directory of all judges, ballot counter and Timers with their unique registration Identification number & Share it with Host/Co-host
- Request Judges to keep a printout of Judging sheet in advance. D116 mandates to use Ballot sheets provided by TI.

During Judges Briefing

- Invite Judges into judges briefing room with help of host/co-host.
- Ask the judges to identify themselves by turning on their camera.
- Only judges that have sent their forms in advance and identified themselves are eligible.
- Remind them to keep their camera turned off all through the contest.
- Confirm that they don't use any profile picture at any time to retain anonymity.
- Confirm that the ballot counters know what to do and have a list of the judges.
- Brief judges on the mechanism of the transmitting the completed ballot to chief judge.
- Brief on the Judging criteria & protest process
- Brief ballot counters on the mechanism of tallying (remote access to tally sheet)
- Brief timers on mechanism of sharing their timing sheet

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Role – Chief Judge

During the Contest

- Chief judge will monitor the contest
- From time to time, coordinate with assigned co-host ensuring all the assigned judges in the contest room are present all through the contest.

After the Contest

- By WhatsApp -
  - Judges will send the filled signed ballot sheet
  - Timer to send the timers report
- CJ and Tally counters will move to judges' briefing room along with Co-Host #3 for Tally counting.
- CJ to share the pre-developed tally counter spreadsheet and give control to Tally counter #1 to enter the scores.
- Display the ballot received from judges to TC in the camera and read it
- Tally counter #2 verify the ballot and the score entered in the spreadsheet.
- After tallying, timing and other disqualification if any will be verified by CJ
- Show the result to Tally counters for confirmation prior to sharing the results to contest chair.

Role – Voting Judge

- Keep the judging ballot sheet readily available.

- Use the laptop/PC to attend the contest

- Keep your screen in Speaker's view

- Be attentive in a quiet room and give undivided attention to the speeches.

- After the contest, fill the ballot and send the bottom portion of ballot to CJ through WhatsApp

- Be available in alternative communication (WhatsApp, Mobile)

Role – Ballot Counter

- Take part in Judges briefing at breakout room

- Help CJ in verifying the ballots

- Enter the scores in the tally counter sheet through the spreadsheet shared by CJ

- Verify the winner's notification & result form from CJ

Role – Contest Chair

Prior to Joining

- Read the speech contest rulebook, on-line contest exceptions from TI & D116 guidelines.

- Refer clause 5.6 of D116 online speech contest Procedure and Guidebook

- Email the following documents to all contestants and get them signed prior. The three forms are mandatory for the contestant to compete.

    - Speaker certification of Eligibility and Originality forms (1183)
    - Speech Contestant Profile from (1189)
    - Contestant video release form (1193)

- Advise contestants to download zoom and go through the technical setup check by the Contest committee.

- Contact timers and send the colored backgrounds to be used and ensure backup color cards are available with both the timers.

- Send the Speaker certification of Eligibility and Originality forms of all contestants to the Chief judge

Role – Contest Chair

Contestant Orientation (Prior to Contest Day)

- Contest chair will invite all contestants to a special zoom meeting for orientation (Audio / Video – ON).

- Brief the contestants on the contest procedures and familiarize with the online conduct.

- Draw speaking order lot using www.random.org. Randomize it 8 times. Send the speaking order to the Chief judge and contest manager.

- Introduce the Co-hosts. Circulate details of the contestants with the co-host.

- Instruct the contestants to log into zoom using their credentials and the naming convention issued by CJ

- Procedure to be adopted during any technical glitches.
  - **Prior to the speech**
  - **During the speech**
  - **Contestant couldn't participate**
- Familiarize the contestant with the breakout room procedure and the audio/visual checks before speaking. Contest chair will request the contestant
  - Repeat the words "This is an Audio Video check for <Name> one, two, three".
  - Ask if the contestant has pinned the Timer-01.
  - Ask if the contestant is in speaker's view and timer is visible.
  - Verify that the speaking area is ascertained.
- Finally, the contest chair will proceed introducing the speaker.

Role – Contest Chair

During Contestant Briefing

- Invite all contestants into briefing room with help of Host/co-host.
- Review the speaking order again and the procedure briefed during the orientation.
- Review the contestant's settings and adjust if any required with assistance of co-hosts/contest manager. Rename the contestants as per the order, if not done yet.
- Review the technical glitch situation and alternate communication (WhatsApp) protocol incase of any glitches.
- Review the display timer screen and for the contestants to familiarize pinning the timer.
- After the speech is over, the contestant will wait for the contest chair to acknowledge and switch off the camera and mute mic.
- Special instruction for Table Topics and Evaluation

After the Contest

- Provide Participation certificates for all contestants.
- Announce the final results shared by Chief Judge

Reference

- Judge's Guide and Ballot
- Speech Contest Rulebook (Item 1171)
- Judge's Certification of Eligibility and Code of Ethics
- Procedure & Guidelines for conducting online contests by District 116
- https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/video-recording-guidelines_online-contests.pdf

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FAQ

- **Possible Glitches**
  - Host loses the Internet connectivity – One Co-Host becomes the Host
  - Co-Host – Back-up Cohost takes up the role

Q&A Session