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DISTRICT 116 **QATAR**

PROCEDURE & GUIDELINES FOR CONDUCTING ONLINE CONTESTS





TABLE OF CONTENTS

1.0	PURPOSE & SCOPE	3
2.0	DEFINITIONS	3
3.0	TASK FORCE COMMITTEE	3
4.0	CONDUCTING THE ONLINE SPEECH CONTEST	4
	4.1 Platform.....	4
	4.2 Prerequisite.....	4
	4.3 New Roles.....	4
	4.4 Online Virtual Venue.....	4
	4.5 Directory & Alternate Communication.....	5
	4.6 User Naming Convention.....	5
	4.7 Contingency Plan.....	6
	4.8 Etiquettes.....	6
	4.9 Recording/Streaming/Broadcasting.....	6
5.0	ROLE PLAYERS.....	7
	5.1 Contest Role Player.....	7
	5.2 Host & Co-Hosts.....	7
	5.3 Chief Judge.....	8
	5.3.1 Before The Contest Day.....	8
	5.3.2 Prior to the Start of the Contest (Judges Briefing).....	9
	5.3.3 During the Contest.....	10
	5.3.4 Ballot Counting (After the Contest).....	10
	5.4 Judges.....	11
	5.4.1 Prior to the Contest Day.....	12
	5.4.2 Prior to the Start of Contest (Judges Briefing).....	12
	5.4.3 During & After Contest.....	12
	5.5 Ballot Counters.....	12
	5.6 Contest Chair.....	13
	5.6.1 Prior to the Event.....	13
	5.6.2 Contestants Briefing (2 days Prior to the Event).....	13
	5.6.3 During the Contest.....	15
	5.7 Contestants.....	16
	5.7.1 Prior to the Event.....	16
	5.7.2 During the Contest.....	16
	5.8 Timers.....	17
6.0	OTHER CONTEST CATEGORIES	17
	6.1 Table Topics Contests.....	17
	6.2 Evaluation Contests.....	18
7.0	HANDLING OF PROTEST ON ORIGINALITY	19
	REFERENCES	19
	FLOWCHARTS AND DIAGRAMS	20



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District 116 Leadership recognizes the Task Force Committee which was established to conduct the Online Speech Contest, as per the directives of Toastmasters International.

The Task Force is composed of the following members:

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The District would like to acknowledge the contribution of Sudhir Gujar, Sheharyas Kandy and Kit Barrit, DTM, towards developing this document.



1.0 PURPOSE & SCOPE

Based on the recent directives provided & exceptions granted by Toastmasters International to conduct the Online Speech Contest, this guideline has been prepared to facilitate the planning & execution of the Online Speech Contest.

This is an exception to General Rules for All Toastmasters Speech Contests,

2. Eligibility, 9: Each contestant must be physically present to compete beyond the club level participation by audio, video or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and video speech contest)

If any conflict is noticed between this document and the Toastmasters International Speech Contest Rulebook 2019-20, Rev 3 (and the exceptions granted thereof), the latter shall supersede this guideline and will remain in force.

2.0 DEFINITIONS

All definitions shall be based on the existing glossary as defined by Toastmasters International on their website. (<https://www.toastmasters.org/leadership-central/governing-documents#GlossaryofGoverningDocuments00>).

3.0 TASK FORCE COMMITTEE

The Task Force Committee (TFC) to conduct the online speech contest shall be chaired by the DTAC Chair supervised by the District Program Quality Director.

The committee's responsibilities are :

1. To conduct the District 116 Toastmasters Online International Speech Contest.
2. To formulate a guideline for conducting the Online Speech Contests for all categories.
3. To agree on a protocol to follow, in the event of a disruption of Online Speech Contests.
4. Support the Divisions and train the trainers, to conduct their respective Division Online Speech Contest.
5. To conduct a demo online contest as a proof of concept.



4.0 CONDUCTING THE ONLINE SPEECH CONTEST

4.1 Platform

The procedure and guidelines stated in this document relate to conducting online speech contests using the Zoom® (Henceforth called “Zoom”) application. It assumes all participants have been appropriately briefed and oriented with the use of Zoom.

4.2 Prerequisite

- Recommended to use Laptop/PC/MacBook with good resolution front camera, or dedicated web camera if using PC.
- High speed and a stable internet connection, preferably wired LAN for PC in addition to wireless for WhatsApp communication.
- Well-lit room with plain background, soundproof/quiet room without any disturbance, preferable with sealed door and windows for the contestant, Contest Chair and role players.
- Wireless headset/earphone of reputable brand is recommended for contestants, however wired earphone or laptop inbuilt mic could also be used if its tested and satisfactory to the contestant.
- Backup power, secondary device or alternative arrangements for uninterrupted participation.

4.3 New Roles

In an online speech contest, the role of the sergeants at arms has been redefined as Host and Co-Hosts who will have the crucial responsibility to ensure the smooth conduct of the contest, manage breakout room, support contest role players and monitor audience as required/applicable.

4.4 Online Virtual Venue

In an online speech contest, the following virtual venues are identified

1. **Waiting Room:** All those who log into an online speech contest meeting will first come into this virtual room. Host/Co-Host will then admit (verify if required) the registered from Waiting room to the main contest room.
2. **Main Contest Room:** The virtual room for viewing the contest



- Breakout Room:** These are virtual rooms for conducting briefing, tally counting, isolation etc. What happens in this room is not visible to others in main contest room and vice a versa.

4.5 Directory & Alternate Communication

The alternate communication shall be WhatsApp or phone call established to communicate in the event of system failure or disconnection. The directory of all role players which includes email, phone no, WhatsApp number will be shared with all role players (Host/Co-Host, Timers, Contest Chairs, Contest Manager, audience support team). The Chief Judge shall maintain an independent directory of all Judges and Ballot Counters, Timers, confidentially.

4.6 User Naming Convention

In an online speech contest, all have to log in with user name as prescribed below:

Role Players	General	International	Humorous	Evaluation	Table Topics
Host	Host-Name				
Co-Host	Co-Host-Name				
Contest Manager	CM-Name				
Contest Chair		CC-IS-Name	CC-HS-Name	CC-EV-Name	CC-TT-Name
Contestant		CON-IS-Name	CON-HS-Name	CON-EV-Name	CON-TT-Name
Timer-01		T01-IS-Name	T01-HS-Name	T01-IS-Name	T01-IS-Name
Timer-02		T02-IS-Name	T02-HS-Name	T02-IS-Name	T02-IS-Name
Chief Judge		CJ-IS-Name	CJ-HS-Name	CJ-EV-Name	CJ-TT-Name
Emcee	Emcee-Name				
Judges		JJ-IS-XX	JJ-HS-XX	JJ-EV-XX	JJ-TT-XX
Ballot Counter		BC-IS-XX	BC-HS-XX	BC-EV-XX	BC-TT-XX
Audience	Full Name				

- Co-Host will assist the role players (except Judges and Ballot Counters) in renaming according to the naming convention.
- Judges and Ballot Counter must log in using their unique ID provided before contest by the Chief Judge.
- Audiences are required to have a full name (actual name) to be let inside the main contest room.



4.7 Contingency Plan

A contingency plan has to be prepared by the Host, Contest Chair, and Chief Judge for their respective speech contest conduct. This plan will include the second line of action should the first be interrupted.

Role Player	Contingency Role
Host	Co-Host 01
Co-Host 01	Co-Host 02/03/04
Contest Chair	Contest Manager
Timer	Standby Timer, Co-Host
Chief Judge	Co-Host (Judges)
Master of Ceremony	Contest Manager
Ballot Counter	Co-Host (Judges)

Chief Judge shall mobilize a few more judges than the minimum number judges stipulated by the rulebook.

4.8 Etiquettes

1. All attendees should check in with their full actual name/naming convention, no profile picture.
2. Role players, contestants et al upon check-in would be required to rename themselves as per the pre-defined naming convention (Ref. 4.6 above).
3. Keep the mic muted, video switched off all through the contest, except when it is one's turn to speak, as per the scheduled contest proceedings. Those wishing to speak out of turn to convey any important information, may raise hand in the zoom, for the host/co-host to recognize them give an opportunity to speak.
4. A team will be assigned as audience support, who can be contacted over Zoom private chat, WhatsApp or phone for any technical difficulty during/before the contest. Contact details of the team will be provided prior to the contest day.
5. Dress code suitable for a speech contest shall be adhered to. Speakers may choose a dress as per their speech requirement as they feel appropriate.

4.9 Recording/Streaming/Broadcasting

The contest organizers reserve the right to record the online speech contest and do live broadcast as deemed. No audio/video/broadcast recordings by others is not permitted without prior permission from the contest organizers.

All contestants will be required to sign the official video release form, which can be downloaded from TI portal.



5.0 ROLE PLAYERS

5.1 Contest Role Player

1. The Contest Manager will assign other role players like Timer, Contest Chair, Chief Judge, Ballot Counter et al in accordance with the speech contest rulebook.
2. The Chief Judge will appoint the panel of Judges in accordance with the speech contest rulebook.

5.2 Host & Co-Hosts

1. The Host is the primary personnel appointed by the Contest Manager to be the administrator of the contest. The Co-Hosts shall provide the necessary support (online/offline) as deemed necessary.
2. The appointed Host and Co-Hosts shall familiarize themselves with Zoom (<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>).
3. The Host shall assign a minimum of three Co-Hosts for each category of speech contest, to assist Host, Contest Chair, Chief Judge.
4. Host & Co-Hosts shall communicate a contingency plan to the Contest Manager in the event of losing a key role player including the Host, Co-Hosts, Contest Chair, Timer, Chief Judge among others. That plan should also include procedures to follow in the event of disruption of the contest and system failure. The contingency action will be implemented for the loss of any role player as defined in the contingency plan, if exceeds a time limit of 1 minute.
5. A Co-Host will be delegated with the responsibility of muting and unmuting of microphones of the speakers, highlighting their video, presentation, constantly checking the Timer online presence/visibility to the Co-Host. A Co-Host would also be tracking the Timer and be ready to switch to the spare Timer, notifying the spare Timer through the chat window/WhatsApp in case of any technical failure or a situation may arise.
6. A Co-Host will be delegated with the responsibility of checking on the presence of the upcoming role players and checking for disruption or use of the chat window/WhatsApp during a speech.
7. There shall be a dedicated Co-Host for each breakout room while it is in use.
8. Zoom setting needs to be set up correctly for a contest by the Host/Co-Host.



5.3 Chief Judge

5.3.1 Before The Contest Day

- a. In addition to the speech contest rulebook, download and read the on-line contest exceptions from TI.
- b. Mobilize Voting Judges and Chief Judge, keeping in mind, the eligibility criteria and conflict of interest.
- c. Mobilize a few more Voting Judges than the stipulated minimum number for that level of contest, to allow for last minute withdrawals and mid-contest drop-out due to technical issues.
- d. Provide the electronic version following documents to all Voting Judges and the Tiebreaking Judge
 1. Judge's Guide and Ballot
 2. Speech Contest Rulebook (Item 1171)
 3. Judge's Certification of Eligibility and Code of Ethics (Item 1170)
 4. Online Speech Contests Exceptions
- e. Follow up and ensure collection of signed Judge's Certification of Eligibility and Code of Ethics from each Voting Judge and the Tiebreaking Judge.
- f. Provide Time Record Sheet to all Timers
- g. Identify Judges and Ballot Counters for each speech category and brief them on the proceedings.
- h. Allocate Judges and Ballot Counters coding as per naming convention (Ref. 4.6 above).
- i. Prepare a directory listing all Judges, Ballot Counter and Timers with their unique registration Identification number and contact details (Ref. 4.5 above).
- j. Share a separate document with Host/Co-Host listing the Judges, Ballot Counter with their unique identification number alone without revealing their identity. The Host/Co-Host will allow only those judges, ballot counter who meet the prerequisites.
- k. Discuss contingency plan with the Host/Co-Host Ref. 4.7 above).
- l. Share Zoom meeting link with Judges, Ballot Counters and Timers and request all to login on time.
- m. Confirm that the Ballot Counters know what to do. Brief Ballot Counters on the mechanism of tallying (remote access to Tally Sheet).



- n. Briefing of Timers,
 - i. Identify the Timer 01 and Timer 02 and their responsibilities and timing guidelines for the speech category accordingly.
 - ii. Discuss the mechanism of indicating the colors during the speech contest.
 - iii. Ensure they will have color cards, in case of any technical issue in sharing virtual background.
 - iv. On sharing their Time Record Sheet (send photo of the Time Record Sheet to Chief Judge via WhatsApp) after the contest.
- o. Briefing of Ballot Counters,
 - i. Identify two Ballot Counters for each of the speech contest category
 - ii. Discuss the mechanism of tallying the ballots.
 - iii. Familiarize with breakout room mobilization before and after the contest.

5.3.2 Prior to the Start of the Contest (Judges Briefing)

- a. Chief Judge liaises with designated Co-Host to confirm all Judges, Ballot Counters, Timers have logged in.
- b. The Chief Judge, Judges, Ballot Counters, Timers and Co-Host will be escorted into Judges briefing room (breakout room) by the Host. Chief Judge shall inform all of them to accept the invitation to be escorted into Judges briefing room when requested.
- c. Should the Chief Judge request for Ballot Counters as well to be escorted to the Judges briefing, the Host will do the needful.
- d. The Chief Judge will call the missing Judges if they haven't checked in to the Judges briefing room.
- e. Ask the Judges to identify themselves by turning on their camera.
- f. Confirm the identity of the Judges and that they that have sent their forms in advance. Inform any Judge failing to meet these provisions that they are not eligible. Remind them to keep their camera, mic turned off all through the contest.
- g. Make sure all Judges, Ballot Counters and Timers have renamed themselves.
- h. Confirm that they don't use any profile picture or any identifiable at any time of the contest to retain anonymity.
- i. Not to use Zoom chat or converse with anyone in the main contest room during the contest which they are judging.
- j. Brief Judges on the mechanism of the transmitting the completed Ballot to the Chief Judge. (Send a photo of the bottom part of his/her Ballot via WhatsApp to the Chief Judge).



- k. Brief on the judging process and protest process in line with speech contests rulebook.
- l. Remind the Judges to always keep Zoom in Speaker View during the entire duration of the contest they are judging.
- m. Remind the Judges not to tamper with their renamed code until the results of the contest they are judging are announced. After which they should rename to their actual name, prior to revealing themselves in camera.
- n. Inform the Voting Judges and Tiebreaking Judge that in case the Chief Judge loses connectivity and cannot perform his/her duties, Co-Host (Judges) shall be the contingent alternate.
- o. Brief on the protest process.

5.3.3 During the Contest

The Chief Judge will monitor the contest and time to coordinate with assigned Co-Hosts ensuring all the assigned Judges in the main contest room are present all through the contest.

5.3.4 Ballot Counting (After the Contest)

- a. Judges and Timers will follow the mechanism outlined in the briefing.
- b. Ballot Counters, Chief Judge and Co-Host will be escorted to the ballot room by the Host.
 - i. All judges (including Tiebreaking Judge) will send a clear photo of the bottom part of the ballot via WhatsApp to the Chief Judge.
 - ii. Chief Judge shall confirm to have received the images from all the Judges and that they tally with the record.
 - iii. The Chief Judge opens the pre-prepared online Tally Excel Sheet. The Chief Judge will give remote access of the online Tally Excel Sheet to the Ballot Counters for marking.
 - iv. The Chief Judge will then show the Ballot slip pictures (duly signed and name printed received via WhatsApp) as received, to the Ballot Counters.
 - iv. The Chief Judge will then show the ballot slip pictures (duly signed by the Judges and their name printed/written) received via WhatsApp as received, to the Ballot Counters.
 - v. Chief Judge shall read out the name of the Judge on each ballot and the names of the contestants ranked 1-2-3 by him/her and announce the no. of points to be allotted to those contestants.
 - vi. One of the Ballot Counters will enter the marking live on the shared Tally Excel Sheet, witnessed by the second Ballot Counter.



- vii. Now the marks are totalled and winners are ranked by the Ballot Counters in the same Tally Excel Sheet, for which the Chief Judge had given remote access from his PC.
- viii. Chief Judge will verify and show the Time Record Sheet (received through WhatsApp) to the ballot counters via camera.
- ix. If any time disqualification, amend the tally sheet.
- x. Mark all kind of disqualifications. Time, eligibility, originality in the same sheet.
- xi. If there is a tie, the Chief Judge will display the Tiebreaking Judge's ballot to the Ballot counters, who will update the Tally Excel Sheet as required.
- xii. Chief Judge will fill the result form and mention any disqualifications. The Toastmasters International contest protocol will be followed in case of any disqualifications.
- xiii. The Chief Judge will show the result form to the Ballot Counters for final verification prior to giving it to the Contest Chair for announcement.
- xiv. Privately message the results form to the Contest Chair (via WhatsApp)
- xv. Later, Chief Judge will fill the Notification of Contest Winners form listing all eligible and qualified contestants with the help of Tiebreaking Judge's ballot, if applicable. This will be passed on to the Contest Manager for next contest level.

5.4 Judges

1. In addition to the eligibility criteria defined in the speech contest rulebook, the following would apply to online speech contest.
2. Judges are required to render undivided attention and enthusiasm to all speeches. They shall be available to join the special breakout room in case of any protest.
3. During the contest, the Judge will need to connect with a device (Desktop PC/ Laptop/MacBook highly recommended) with a camera and headphone with mic to confirm their identity.
4. There should be built-in camera or webcam.
5. There should be stable internet connectivity, preferably wired.
6. To remain anonymous, the Judge must:
 - Switch off their webcam other than when in the briefing room
 - Should not use any identifiable profile picture.
 - Rename themselves as per naming convention (Ref. 4.6 above).



5.4.1 Prior to the Contest Day

1. Read the Speech Contests Rulebook and Online Speech Contests Exceptions (links shared at the end of this document) and keep hard copy/ electronic copy handy.
2. Print, fill, sign and send the scanned/photo of the Judges eligibility form prior to the contest to Chief Judge.
3. Check the device that will be used to join the Zoom contest meeting. This includes Zoom application, camera, mic, connectivity, power etc.
4. Print a copy of the Ballot Sheet to be completed during the contest. Sign & write name on the Ballot at the designated place.

5.4.2 Prior to the Start of Contest (Judges Briefing)

1. Judges shall be placed in the Judges briefing room (breakout room).
2. The Chief Judge will ask each Judge to confirm their identity and brief them. Upon identification via webcam, the Judges will turn their web camera off & return to the main contest room.
3. Once identities are confirmed the Chief Judge will deliver the briefing as normal.

5.4.3 During & After Contest

1. During the contest, each Judge should be attentive in a quiet room and give undivided attention to the speeches.
2. Judges shall ensure the Zoom setting is on "speaker view" and not "gallery view". This is to ensure complete and clear view of speaker.
3. During the contest, each Judge must complete their Ballot as per usual Toastmasters speech contest procedures.
4. At the end of the contest, Voting and Tiebreaking Judges shall complete the ballot slip and sign and mention their name in BLOCK LETTERS at the bottom of the form as per usual practice. Thereafter, they shall take a clear photo of the slip in landscape format and send it to the Chief Judge, privately through WhatsApp.

5.5 Ballot Counters

1. At the start of the contest Ballot Counters will be escorted to the Judges briefing room and receive a briefing from the Chief Judge.
2. At the end of the contest Ballot Counters will be escorted into the ballot counting room.
3. The Chief Judge will open the Tally Excel Sheet already created and provide remote access of the screen to one of the Ballot Counters, while also sharing the screen for the view of the other Ballot Counter.



4. The Ballot Counters shall check and confirm that the names of all the contestants and Judges are mentioned correctly in the Tally Excel Sheet.
5. The Ballot Counter with remote access to the screen will enter results into the Tally Excel Sheet, witnessed by the other Ballot Counter, as per the results read out by the Chief Judge. The Chief Judge shall show each ballot sheet for clear view of the Ballot Counters before reading out the ranks and points.
6. The Ballot Counter must verify that each of the ballots bears the name and signature of the Judge, failing which the ballot shall be considered void.
7. The Ballot Counter will then add the results or confirm that the totals are correct.
8. In the event of a tie or disqualification the Ballot Counter will follow the directions of the Chief Judge, who shall follow the procedures/rules laid out in the speech contests rulebook.
9. Ballot Counters will witness the completion of the Result form and Notification of Contest Winners form by the Chief Judge as final verification as per Tally Excel Sheet, prior to leaving the breakout room.
10. Thereafter they will re-join the main contest room as an audience.

5.6 Contest Chair

5.6.1 Prior to the Event

1. Send the contestants' the eligibility forms, video release forms and other relevant forms, as indicated in the Official rulebook.
2. Remind Contestants that they cannot compete unless they are able to share their video/audio and return all the completed forms.
3. Advise contestants to download Zoom and check their audio video set up well before the contest and give them guidance regarding best practice including checking of WiFi / Internet connectivity, Webcam, Wireless Headphone, Proper Lighting, speaking area, background etc.
4. The Contest Chair will prepare and send to the Timers colored backgrounds which include the name of the color and send them to the Timers. The Contest Chair will then contact the Timers and confirm that they know how to use the virtual background, have practiced the use of it and that it works correctly.

5.6.2 Contestants Briefing (2 days Prior to the Event)

1. Contest Chair shall brief the contestants on the introduction process. This will not be like usual practice as Contest Chair needs to speak to confirm they have pinned the Timer and that they have unmuted their microphone.



2. Conduct contestants briefing online as prescribed by Toastmasters International Contest Rulebook and the recently circulated guidelines for online contest.
3. Familiarize all contestants on the online contest proceedings
 - a. Entering and exiting a Breakout room
 - b. How a contestant will be escorted from main contest room to contestants breakout room and vice versa
 - c. How Evaluation Contestant will be conducted
 - d. How Table Topics Contest will be conducted
 - e. Audio, video, lighting, camera angle, optimum settings.
 - f. Timing signals and of the speaking area as per the limit of their camera.
 - g. Pinning the Timer's Video
4. Speaking order
 - a. Use www.random.org or any other acceptable randomization process for draw of lots.
 - b. Names are listed in alphabetical order to start lots.
 - c. It is recommended that the number of randomizations will be equal to number of contestants.
5. Speech title (if relevant to the contest).
6. Introduce Co-Host who will contact the contestants online prior to the contest.
7. Explain the protocol for introducing the speakers. This will not be like a normal contest. This should be something like:
 - *Chair: Our next speaker is Fred. Fred can you confirm that your mic is unmuted and that you can see the Timer.*
 - *Speaker: Yes, I can see and have pinned the Timer. My camera is on and mic is unmuted.*
 - *Chair: I can confirm that we can see and hear you. [Pause]*

Now the Contest Chair will introduce the speaker as per conventional contest protocol.

[Timer starts now after the first verbal or non-verbal communication from the contestant. There may be slight variations in Table Topics Contest].
8. Send the received the contestants' eligibility forms to the Chief Judge and ensure the receipt.
9. Prepare a directory listing all role players (except Judges and Ballot Counters) with contact details as mentioned in 4.5.



5.6.3 During the Contest

1. Contest Chair shall conduct the contest briefing.
2. If any Contestant is not present at the briefing (failing to check into the briefing breakout room at the scheduled time) prior to the contest, the contestant will forgo the opportunity of briefing.
3. A contestant not present for the briefing will be contacted by phone and reminded that failure to appear in the contest room prior to the Contest Chair starting the contest proceedings will make them ineligible to compete. If there are technical problems relating to other role players, the contingency plan will be followed.
4. International and Humorous speech contestants will be escorted to contestant's breakout room when their turn to speak comes.
 - a. Each speaker will be given 1 to 2 minutes to get ready before his/her turn.
 - b. Co-Host will guide and help contestant to check mic, camera (inside the breakout room), etc.
 - c. Speaker will pin the Timer's video.
5. Contest Chair will invite the contestant after 1 to 2 minutes.
6. Co-Host will escort the contestant to main contest room.
7. Speaker will pin the Timer's video upon entering the contest room.
8. If there is a technical glitch on a particular contestant's side, prior to the speech, the contestant will be moved to the last position and next contestant in the speaking order will be invited up to speak.
9. If there is a technical glitch on a particular contestant's side, prior to the speech, the contestant will be shifted to the last position and next contestant in the speaking order will be asked to get prepared to speak.
10. If a technical glitch happens during the speech from contestants side, the Chief Judge could interfere and pause the contest to rectify the glitch. 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.
11. If there is a technical glitch which is not part of the contestant and it affects more than one contestant, then the Chief Judge may decide to restart the contest or reschedule it.
12. If the contestant fails to appear, and there is no technical failure, the Contestant shall be deemed disqualified.
13. At the end of a speech, Contestant will mute the mic and turn off the camera and there will be a one to two minutes of silence for the judges to complete their ballots followed by the preparation of the next speaker.



5.7 Contestants

5.7.1 Prior to the Event

1. Prior to the event, each of the Contestants shall complete and sign the eligibility form, video release form and other forms, as required, and send them to the Contest Chair.
2. Contestants are advised to practice delivering a speech on-line using Zoom. This will allow testing of their system and help them to get feedback from viewers/ club members on the delivery and confirm that their internet connection is fast and stable enough. Failure of the contestant's audio/video or loss of network connection may make them ineligible to compete further and thus effectively disqualified.
3. The contestant names in Zoom during the entire duration of the contest shall be as per the naming convention (Ref. 4.6 above), with assistance of the concerned Co-Host. At the start of the contest, contestants shall be placed in the contestants briefing breakout room with the Contest Chair and Co-Host.
4. The Co-Host will ask the contestants to unmute their microphone and check the audio.
5. If the contestant is not able to be seen or heard, they are not eligible to compete. It is the responsibility of the contestant to ensure that their audio/video system works. A laptop computer in a well-lit room with the camera at eye level while standing using an unobtrusive Bluetooth headset works well.
6. Contestants shall be escorted to the Contestant briefing room by the Host and must accept the request notification.
7. The contestants speaking order will be drawn online by the Contest Chair (Ref. 5.6.2.4 above), and they will receive the briefing. That briefing in addition to normal contest briefing, would include guidance on seeing/pinning the timing signal and the procedure for checking they are ready to proceed prior to the normal speaker introduction.
8. The contestants will be escorted into the main contest room after the briefing.

5.7.2 During the Contest

1. When the contestants speaking order being called upon by Contest Chair, all the contestants will keep their camera switched on.
2. The contestants will acknowledge themselves (Host/Co-Host will spotlight the contestants) upon being called upon during the speaking order announcement. This is imperative to be in compliance with speech contest rulebook. If otherwise will lead to contestant's disqualification.
3. Prior to the turn of a contestant, the Host will escort the contestant and Co-Hosts to the breakout room to set camera, mic, "speaker view" and able to identify the Timer.



4. The Host will escort back the contestant and Co-Host to the main contest room.
5. The contestant will be welcomed to the 'speaking area' and will be required to unmute their audio, switch on their video and pin the Timer's video. When asked by the Contest Chair the Contestant shall speak to confirm that they can be heard, seen and that they have identified and pinned the Timer and that they are ready. The Contest Chair will then introduce the contestant as per contest protocol.

5.8 Timers

1. Timers shall prepare the Time Record Sheet, which can be preferably done electronically so that it can be easily shared. Timers will use the colored virtual backgrounds sent by the Contest Chair. Physical colored cards must be readily available with both the Timers as a backup. Assistance of Host/Co-Host if required prior to the contest day may be taken.
2. A backup Timer will be duplicating the role as backup Timer in case of any eventuality.
3. A Co-Host will also be timing as a backup and will be used if required.
4. As soon as Timers join the meeting, they shall rename themselves as per naming convention (Ref. 4.6 above).
5. The timing will be started when the speaker starts their speech as per speech contest rulebook, not the point after they are introduced as there will be a short period when they test their microphone etc.
6. After the last speaker has finished, the Timer shall privately send the Time Record Sheet to the Chief Judge over WhatsApp.
7. Pinning Timer's Video
 - a. For the contestants to be able to pin the Timer, Timer's camera should be switched on throughout the contest with virtual background alone as briefed by Contest Chair.
 - b. For the contestants to be able to see the timing signal they need to pin the Timer's video, after being welcomed to the 'stage' by the Contest Chair.
 - c. Pinning is done on a laptop by hovering over the video, clicking the three-dot menu icon and selecting 'Pin.'. The same icon is used to un-pin.

6.0 OTHER CONTEST CATEGORIES

6.1 Table Topics Contest

1. Table Topics requires some additional steps to provide for isolation of the contestants.



2. After introducing the contestants and prior to starting the contest, all the contestants must be escorted to the contestants breakout room along with the Co-Host, by the Host. In the breakout room all contestants must keep their cameras on and microphones un-muted and must be adequately visible so that the Co-Host can confirm that they are not receiving notice of the Topic from anybody through any means. The Co-Host may ask the contestant to show a 360 degree view of the room as required.
3. In the main contest room the Contest Chair waits for the Co-Host to confirm all the other contestants have left the room.
4. The first contestant is then prepared and escorted to the main contest room.
5. Then the contestant is welcomed to the 'speaking area' by the Contest Chair.
6. The same procedure as described in earlier sections is then followed as in other contests, to confirm the speaker can see the Timer and can be seen and heard.
7. The contest topic will be displayed by the Host in the main contest room for each of the contestants. The topic will be shown while the Contest Chair announces the topic twice, post which the screen will be blanked.
8. After each speaker finishes there will be one to two minutes of silence and set-up time. During this time, the Co-Host will prepare and bring the next contestant back into the main contest room.
9. This process is repeated for each contestant.

6.2 Evaluation Contests

1. The evaluation contest requires some additional steps to provide for isolation of the contestants and for note taking time.
2. The contest starts by the Contest Chair opening the contest and the test speaker delivering the test speech.
3. Once that is complete the contestants will be escorted to the contestants breakout room with the Co-Host. In breakout room all contestant's camera must be kept on and microphones un-muted so that the Co-Host can confirm that they are not taking/receiving help of any form in preparing their notes.
4. The Co-Host in the room will monitor the Timer and announce at 4th and 5th minutes of preparation time.
5. After the five minutes preparation time the Co-Host will ask the contestants to place their notes in an envelope or otherwise ensure that they are no longer able to make notes or access their notes until their speaking turn.
6. The Host will prepare and escort the first contestant back to the main contest room. The contestant is then welcomed 'to the stage'.
7. The same procedure is then followed as with the other contests to confirm the speaker can see the Timer and can be seen and heard.



8. After the speaker finishes, there will be one minute of silence. During this time the Host will bring the next contestant back into the main contest room.
9. This process is repeated for each contestant.

7.0 HANDLING OF PROTEST ON ORIGINALITY

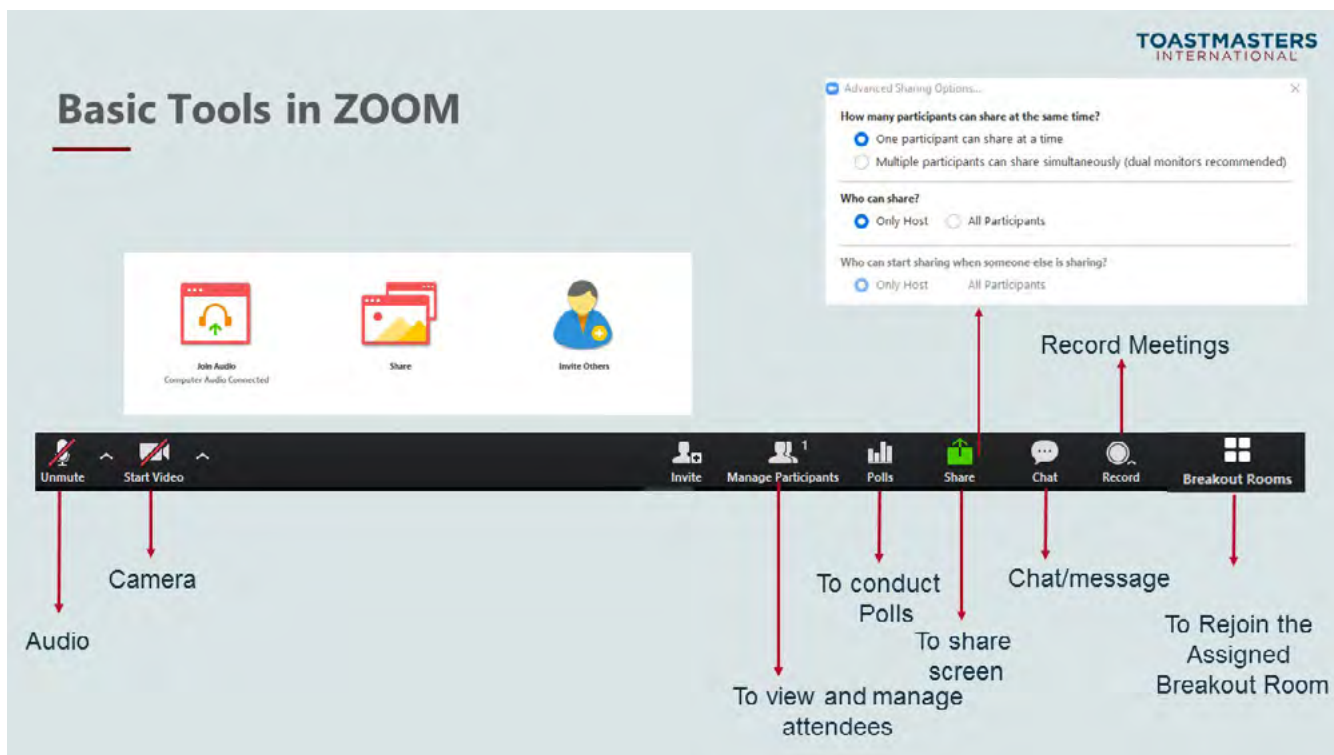
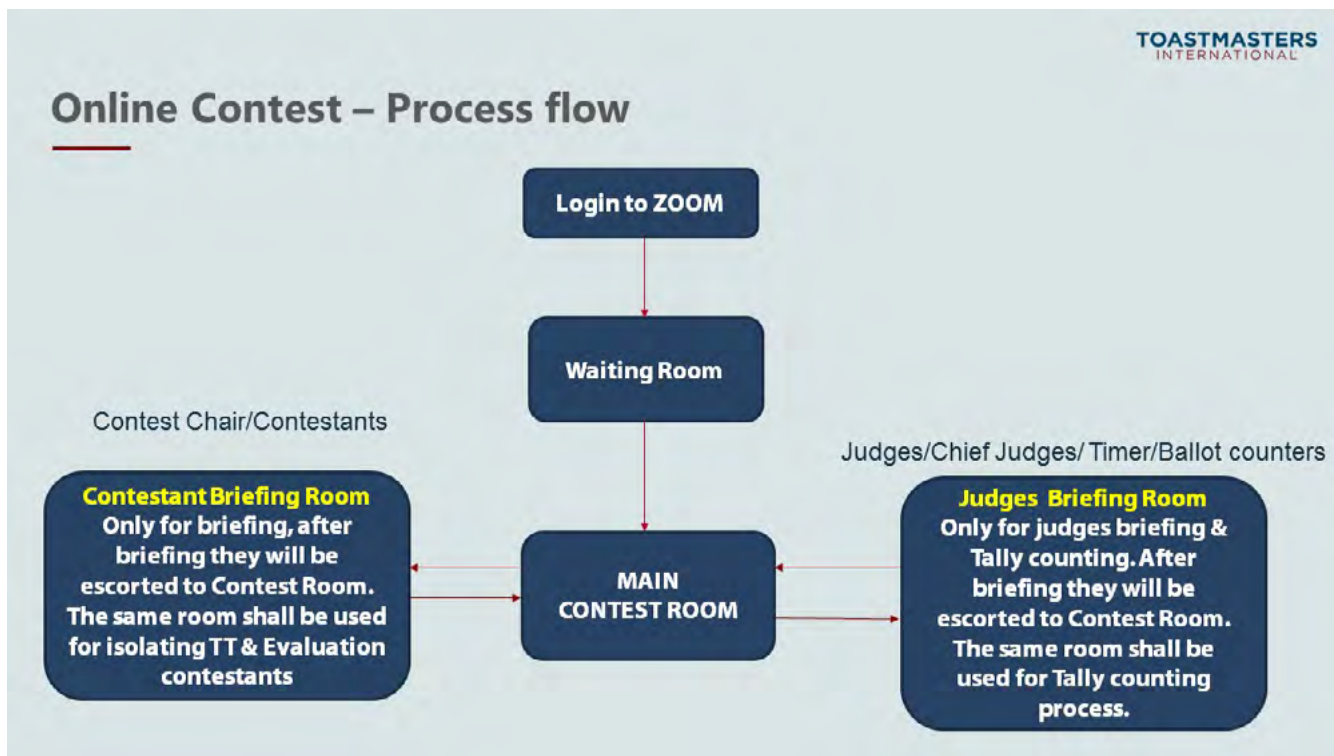
If the Chief Judge or Contest Chair receives a protest, the Chief Judge will follow the procedure set out below.

1. The protestor shall lodge the protest with the Chief Judge or the Contest Chair via WhatsApp message or by calling either of them. If Contest Chair receives the protest, he/she shall relay it to the Chief Judge.
2. The Chief Judge will communicate with the protestor and collect the evidence privately via WhatsApp or phone call or email, as appropriate.
3. The Chief Judge will notify the Contest Chair and the Host. The Host will escort the Chief Judge and the Voting Judges into a breakout room.
4. The Chief Judge will take a roll call to ensure that all Judges are present and will then present the received evidence and provide a brief opportunity for discussion. During this time, the Voting Judges shall turn their camera on and unmute themselves and then put the validity of the protest to the vote, using an appropriate and acceptable method. If majority vote in favor of the protest, the reported contestant will be escorted to the breakout room for defense.
5. After the defense that contestant will be re-escorted from the breakout room by the Host, leaving behind the Chief Judge, Judges and Co-Host.
6. The Chief Judge will then allow a brief opportunity for discussion and then request the Judges to vote on the Qualification/Disqualification. Polling will be done using an appropriate and acceptable method. The Judges shall explicitly choose between "Disqualified" and "Protest dismissed". Majority votes are required to disqualify a contestant.
7. In such a case, the disqualified contestant shall be discreetly notified, in accordance with the speech contests rulebook.

REFERENCES

1. Speech Contest Rulebook 2019-2020 Rev 3
<https://www.toastmasters.org/-/media/files/department-documents/speech-contests-documents/1171-speech-contest-rulebook-2019.ashx>
2. On-line contest exceptions rules from TI
<https://www.toastmasters.org/-/media/f39698129e79467d80cd007926bcc866.ashx>
3. <https://www.toastmasters.org/leadership-central/governing-documents#GlossaryofGoverningDocuments00>

FLOWCHARTS AND DIAGRAMS



Basic Tools in ZOOM

Pin Video & Spotlight video

Accepting the breakout Room Invitation

The host is inviting you to join Breakout Rooms: Judges Briefing Room

Later Join

Joining Breakout Rooms... Judges Briefing Room

This may take a few moments.

Basic Tools in ZOOM

Hide Non-Video Participants to have a better experience of the online contest

Except the Speaker and Timer all others video should be in OFF condition

Join Audio

Computer Audio Connected

Select a Camera

✓ Integrated Camera

Video Settings...

Choose Virtual Background

Meetings:

- Mirror my video
- Touch up my appearance
- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting
- Hide non-video participants
- Spotlight my video when I speak
- Display up to 49 participants per screen in Gallery View

Did not see any video, trouble shooting

Advanced