

DISTRICT 2 ONLINE TASK FORCE:

Online Contest Differences

as of March 14, 2020

Before Contest

- Set up Zoom account settings for Host
 - Must include breakout rooms
 - Allow the audience to join using a web browser
- Setup Zoom account for contest helpers and audience
 - Remind all the helpers/contestants/judges to download and install Zoom for a better experience -- come 30-60 minutes early
 - Let the audience know they can join using their phone or browser -- test the link 10-15 minutes early if they haven't used Zoom before
- **New Role: Online Contest Host**
 - [Zoom] **The Meeting Host** during the contest (assigned "Host" role in Zoom)
 - Practice required skills in advance (in a group Zoom setting)
 - Assign Co-hosts (at least 2) as soon as possible
 - **Manages Breakout Rooms**
 - During Briefing Period
 - Create Contestants Briefing Room -- Contest Toastmaster & contestants should be in this room
 - Create Judges Briefing Room -- Chief Judge, Judges, Ballet Counters, Timers should be in this breakout room
 - During Ballot Counting Period
 - Create Ballot Counters Breakout Room & allow only Chief Judge and Ballot Counters to go there
 - Mutes/unmutes and turns off audience video for participants as required (co-hosts can do this as well for the audience). Audience video is supposed to be off while a contestant is speaking (per TI rules).
 - Provide with a copy of contest program, lists of speakers, judges, other contest roles
 - Have one of the co-hosts records the meeting to a local machine (if all possible)
- Speaker preparation:
 - Equipment/room setup – reliable audio/bandwidth (wireless, phone hotspot, and/or separate phone audio)
 - Space to present – close up or full body/movement – if the latter may need wireless mics
 - Practice moving in and out of breakrooms in Zoom (for contestant briefing)
 - Info on how timing cards will be presented and how to pin timer in Zoom
 - Contest chair must collect speaker bios and eligibility/originality forms by email

- Contest chair must advise on what will happen – whom to contact and how – if Zoom fails during the contest – and the rules for what happens if Zoom fails during a contestant’s speech (that last part could be part of briefing)
- Judge preparation:
 - Contest chair/chief judge must collect judge eligibility forms by email
 - Judges must know chief judge’s email – so that they can send their rankings by email during the contest
 - Practice moving in and out of breakrooms in Zoom (for judge briefing)
 - Reliable and good-enough video/audio bandwidth for the duration of contest – may be good to record the session, in case judges have a technical glitch and need to review a speech
 - The contest chair must advise on what will happen – whom to contact and how – if Zoom fails during the contest.
- Timer preparation:
 - Must receive timer forms with what to read aloud during the contest before contest
 - Must know chief judge’s email to send speech timing report during the contest
 - Must prepare red, yellow, and green cards (with R, Y, and G written on them) – use bright color for the yellow card so the video does not adjust it to white)
 - Explain how they should hold the cards before computer camera – test out that that works effectively and is visible
 - Explain timing rules for technology glitches during a contestant’s speech
 - Visually impaired contestants will require an Audio Signal to know their timing. In order for the contestants to hear a signal on their computer, you must share your computer Audio. Steps:
 - In Zoom on the Bottom click “Share”
 - In the Share Dialog select “Advanced”
 - Then select “Computer Sound Only”
 - Now you can play beeps. Efficient is a Morse code:
<https://morsecode.world/international/translator.html>
 - Use T for Green, M for Yellow, O for Red
 - Please be aware of the following:
 - You need to be a co-host for this to work
 - You can mute your microphone
 - It will transfer all sounds from your computer, including incoming skype calls
- Ballot counter preparation:
 - Practice moving in and out of breakrooms in Zoom (for briefing before the contest and for ballot counting during the contest)
 - The chief judge should have their emails before the contest, in case he/she would like to forward the judge emails to them for counting
 - Should be provided with forms for adding up points from ballots in advance of the contest – so can verify the scoring
- Toastmaster preparation:

- Practice moving in and out of breakrooms in Zoom (for the briefing of contestants)
- Design a method for online random assignment of speaker order
- Receives speaker bios from contest chair before the contest
- Chief Judge preparation:
 - Practice moving in and out of breakrooms in Zoom (for the briefing of roles)
 - Plan out timing/order of when will brief judges, ballot counters, timers
- Sergeant at Arms role
 - Not needed in breakout rooms for an International Speech contest
 - Co-host on Zoom – mutes/unmutes, turns off video – the audience needs to have their video off when contestants are speaking
- Send out Zoom invite information multiple times to all involved, including judge before briefing time, send out calendar invite (in formats for different types of calendars – Microsoft, Google, ...)
- Send out in advance instructions to appropriate people on how to communicate if Zoom fails the group (see specific communication needs to be specified in the [Toastmasters International Online Contest exception instructions](#)).

During Contest

- Clapping after the speech – enable audio for clapping – disable after clapping and have a moment of silence for judges. Maybe the host or an SAA can play clapping sounds while the audience doing the jazz hand claps.
- During one-minute of silence, Toastmaster should pin Timer Video
- During two-minutes of silence after speeches are done, Toastmaster should wait for Chief Judge to state that the ballots are all received
- The host can move people to breakroom if they do not figure it out themselves; otherwise, they move in and out of the breakroom
- The host will mute and turn off video for everyone, then unmute and turn it on again for those who should be visible

Contest Awards & Announcement

- Once the Chief Judge got the final result, the Chief Judge will share the result to the Contest Chair to prepare the winner certificates. Once the Contest Chair completes filling out the Certificates, the Contest Chair will let the Contest Toastmaster know to get started with the Award & Announcement similar to what we would do in in-person contests.
- The Contest Chair can share the screen with 3rd, 2nd, 1st place certificates in that order when announcing it to the audience. Remember to add a buffer screen so that you don't share the result before you're ready.
- Trophies or medals can be delivered after the contest.

- Thank you -- ideally, we have a PPT with photos of all helpers on one slide and all the judges on a different slide.
- Maybe the host or an SAA can play clapping sounds while the audience doing the jazz hand claps.