

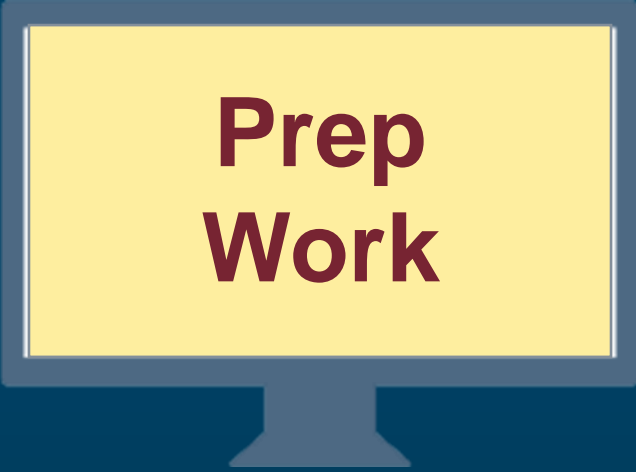
Updated
as of
1/18/21



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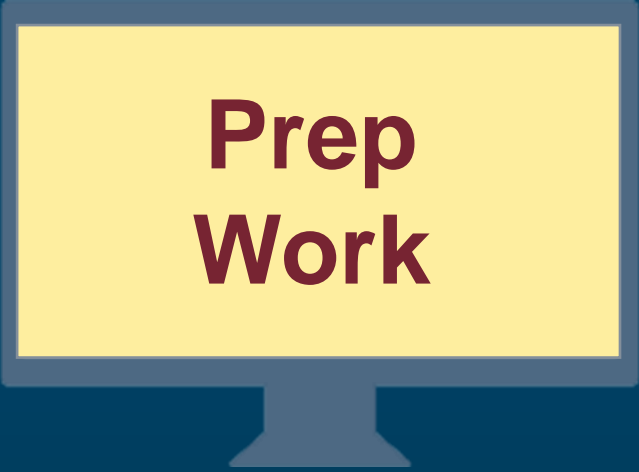
Contests in a Virtual World

Tom Coscia, DTM, PDG, District Logistics Manager



Prep Work

- District will create Zoom registration links for Areas & Divisions
- Recruit an experienced Zoom Master(s): List on D8 website
- Recruit contest functionaries who are comfortable on Zoom
- Communicate in advance everyone's email & cell number



Prep Work

- Depending on everyone's comfort level, you may consider having a dress rehearsal Zoom briefing 1 -2 days out
- Create virtual program: Post on D8 website / Share in chat
 - All paperwork should be collected prior to the contest



Day of Contest

- Open Zoom Doors at least an hour out
- Note: Video & audio will automatically be turned off on entry
- Chat can be on but should be turned off during the contest except to allow private conversations with the Zoom Master



Day of Contest

Naming Convention (nice to have)

To make it easier on the Zoom Master to move select people, we *suggest* the following:

Functionaries and contestants can use the Zoom Rename feature to rename themselves as described below. Adding a period in front of the name moves people to the top of the participant list.

Contest Chair	.CC (Name)	Video on
Contest Master	.CM (Name)	Video on
Chief Judge	.CJ (Name)	Video off
Timer	.T (Name)	Video on
Sergeant at Arms	.SA (Name)	Video off
Ballot Counter	.BC (Name)	Video off
Table Topics Contestant	.TT (Name)	Video on
Intn'l Speech Contestant	.IS (Name)	Video on
Judge	.Judge (No Name)	Video off



Day of Contest

Breakout Rooms as Follows Everyone should move themselves

- Contest Master: Contestants & SAA (only 1 needed)
- Chief Judge: Judges, Timers & Ballot Counters



Day of Contest

Contestant Briefings

- Contest Master can pull playing cards for contestants to determine speaking order
- Contestants should be aware of their background: Virtual backgrounds can be tricky(avoid!)
 - Contestants should troubleshoot audio and video and make sure lighting is good
- Contestants with weak bandwidth in their house may want to limit who is using their house bandwidth:
Speaking when someone is streaming video may be problematic
- Note: When a contestant is speaking, the other contestants will have their videos on. As a courtesy, contestants should behave in front of their camera as if they are sitting in a live contest.



Day of Contest

Chief Judge Briefings

- Judges should not take into consideration the contestant's audio and video quality
- Judges should know where to email their rankings to the Chief Judge & Ballot Counters including protests.
Another option: Set up a Google Form
 - Timers need to determine and test how to show the timing.
Note: Not all computers can support virtual backgrounds as timing cards
- Timers should determine how to communicate with each other during the contest
 - Timers should know where to email the speech times to the Chief Judge



During the Contest

The following video can remain on:

Special Guests
Contest Chair
Contest Master
Contestants
Timers


- Everyone else's video should be turned off
- Chat should be turned off except to allow private conversations with the Zoom Master



During the Contest

Table Topics Only

- Table Topics contestants & SAA should move themselves into the Table Topics breakout room during the time they are waiting to speak
 - Ideally Table Topics contestants should not have the ability to reenter the main room themselves. The Zoom Master should move them. However sometimes the Zoom Master is not able to move them (technical glitch). Suggest allowing contestants the ability to move on their own. If the Zoom Master can not move an individual, they should go into the breakout room and let the contestant know to move themselves.



During Speeches

- The Zoom Master should spotlight the speaker
- The Zoom Master should ensure everyone but the speaker is muted with no ability to unmute themselves.



After the Speeches

- Judges will email their rankings to the Chief Judge and Ballot Counters
Note: A Google Form could also be used
- The Tie-Breaking Judge will email their rankings to the Chief Judge only
- One Timer will email the time to the Chief Judge CCing the 2nd timer
The Chief Judge will confirm receipt
- The Chief Judge should text the Zoom Master when all ballots are received so the contest can proceed



After the Speeches

- The Chief Judge and the Ballot Counters should move themselves into the Ballot Counting Breakout room. Note: This could be done after each contest or at the end of both contests.
 - The Chief Judge will email the contest results to the Contest Master once completed
 - The functionaries will have the ability to go back into the main room when completed



After the Contest

- If necessary the Zoom Master will place the Chief Judge and the top three winners of each contest in a breakout room to collect information



District 8 Website

Dist8tm.org

Click the “Resources” tab & scroll down to the “Virtual Meetings” page

A link to this video will be posted on the “Virtual Meetings” page



Questions?

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