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ONLINE CONTESTS….Oh Noooooo!!!!

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District Director, D26, 2020-2021

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Welcome

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District Director

Online Speech Contest Exception

This is an exception to General Rules for all Toastmasters Speech Contests, 2. Eligibility, A., 9, which states, "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. Other than this exception, the Speech Contest Rulebook must be followed as far as it is applicable."

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.

Online Contests…Oh Nooooo!!!!

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Three Elements of Online Contests

- ▶ Preparation
- ▶ Briefings
- ▶ Contest Day!!!!!

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PREPARATION

Preparation

▶ Read Speech Contest Rulebook, Item #1171

▶ Read Online Speech Contest Best Practices, Item #479

▶ Watch Online Speech Contests Guidelines Webinar

▶ Read Video Recording Guidelines for Online Speech Contests

▶ Decide which contests you will hold. Remember, you must hold at least the International Speech Contest.

▶ Decide how and when you will schedule your speech contests beyond the club level contests and broadcast those dates to district leaders, clubs, etc. the same way you would on-premise contests.

Preparation

- ▶ Obtain the names of contestants and speech titles
- ▶ Verify contestant eligibility at all levels of competition. If a contestant or his/her club becomes no longer in good standing, that contestant is disqualified from further competition
- ▶ Recruit for all contest officials (functionaries) and verify that all officials are able to use the chosen online platform. It is wise to recruit more volunteers than needed in the event that someone is unable to attend or experiences technology problems.

Preparation: Choosing a Platform

▶ For all online contests, choose a platform and settings that suit your needs
- Meeting Style
- Webinar Style

▶ Choose someone familiar with the platform who will serve as the technology moderator.
- It is ideal to actually choose more than person to serve as the moderator

Preparation: Choosing a Platform

► Platform Example: Zoom

- • A meeting will allow you to create separate breakout rooms but will also mean that audience members can unmute themselves and turn on their cameras at any time.

- • A webinar does not allow for breakout rooms but will automatically keep all audience members muted with cameras off.

Preparation :Testing the Platform

▶ Test your platform and settings well in advance of your contest. You may want to set up a test call with some of your contest officials in advance. This will allow you to ensure you know what settings are available to you and can determine the best way to use the settings.

  ▪ Your testing of the platform may occur in conjunction with briefings, provided the briefings are live audio.

Preparation: Technology Moderator

▶ Technology Moderator Role
- Sets up the meeting
- Could be SAA or other designee, but should be someone familiar with the platform.
- If contests are recorded, the moderator should know how to record.
- If breakrooms are used, the moderator should be capable of creating and assigning specific attendees to specific breakout rooms
- Ensures that all audience members remain on mute and stop audio for the duration of the contest(s)
- Backup moderator may watch for those who may unmute themselves or stop their video

Preparation: Technology Moderator

► Technology Moderator Role, con't

- If chat is enabled, this person should monitor the chat and allow chat as designated by Chief Judge/Contest Chair

- Should ensure that no chatting occurs to contestant during his/her speech.

► Assists with renaming contestants and functionaries.

- Chief judge, contest chair, timers, and contestants should rename as: "role + name"

- Judges and ballot counters should remain anonymous and will want to name themselves based on their role only.

  • If your platform allows participants to upload a photo, ensure all judges and ballot counters have removed their photo or replaced it with a generic image.

Preparation: Contest Chair & Chief Judge

▶ Contest Chair and Chief Judge

- Prior to the briefings and the contest, share tutorials for the platform with contestants, contest officials, and attendees.

- Encourage all participants to download and familiarize themselves with the platform ahead of time.

- Have contestants sign and submit the Speaker's Certification of Eligibility and Originality ahead of your contest. Digital signatures are accepted, and the fillable version of this form includes a digital signature field. If the contest is being recorded, **Video Release Form.** For the District contest for region quarterfinals, also ensure all contestants sign the **Region Quarterfinals Video Release Form.**

- Have judges sign and submit the Judge's Certification of Eligibility and Code of Ethics ahead of your contest. Digital signatures are accepted, and the fillable version of this form includes a digital signature field.

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BRIEFINGS

Judges' Briefing (Chief Judge)

▶ The judges must be briefed using a live audio and video conferencing tool via an online platform. This may be done at the time of testing of the platform.

▶ Ensure contest officials receive all necessary forms in advance of the contest. Fillable versions of all speech contest forms are available on the Toastmasters International website.

▶ Inform judges of the process for submitting the ballot. ■ All contests must use the official Judge's Guide and Ballot specific to the contest type.

▶ Share information about how judges can communicate with the chief judge, contest chair, or meeting moderator during the contest.

Judges' Briefing (Chief Judge)

▶ The judging criteria remains the same; judges should adhere to the items outlined in the Judge's Guide and Ballot, just as they would in an on-premise contest.

▶ For the sake of an online contest, looking at the camera is considered eye contact.

▶ Judge's should not take into consideration a contestant's audio or video quality

▶ Should technology issues occur to a degree that hinders the contest, the chief judge can make the decision to stop the contest and resume when the issues are resolved

▶ Tell judges how the speaking area was or will be defined during your contestant's briefing.

Timers' Briefing (Contest Chair)

▶ The timers must be briefed using a live audio and video conferencing tool via an online platform. This may be done at the time of testing of the platform.

▶ Conduct training on how and when timing devices will be used during the contest

▶ Determine the method you plan to use for signaling timing during your contest.

- If your platform supports virtual backgrounds, the signaling timer may download virtual timing backgrounds from Toastmasters International website.

- If your platform does not support virtual backgrounds, your signaling timer will need to use an alternative means of signaling, such as timing cards

- It is advisable to have a backup means of timing if virtual background timing is preferred.

Timer's Briefing (Contest Chair)

▶ Audio test contestants prior to each contestant speaking and let timers know and ensure they are aware of when time should begin.

▶ Times are recorded on Time Record Sheet and delivered to chief judge, as with on-premise contests

▶ The timing criteria remains the same; timers should adhere to the Speech Contest Rulebook, just as they would in an on-premise contest.

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Contestants' Briefing (Contest Chair)

▶ Contestants must be briefed using a live audio and video conferencing tool via an online platform. This may be done at the time of testing of the platform.

▶ Ahead of the briefing, please advise contestants to make you aware of any special accommodations

▶ Determine a way to draw for speaking order that promotes fairness, and ensure contestants know how speaking order will be determined.

▶ Ensure contestants know what will be used for timing signals and how timers will be briefed.

Contestants' Briefing (Contest Chair)

▶ Ensure contestants know how to control their audio and video and are aware of cues for when to turn these on and off.

▶ When the contestant is speaking, all other participants should mute their microphone and turn off their camera, except for the current speaker and the timer.

▶ If you plan to allow an audio test for each contestant, make sure they are aware of this and understand when their time will start.

Speaking Area

▶ During the contestant briefing, you will need to set a standard speaking area and help contestants adjust their technology.

▶ While all contestants will be speaking in their own space, using their own technology, the speaking area should be set to roughly the same size for each contestant.

▶ When setting speaking area, the goal is to maximize the view of the contestants without sacrificing audio quality

Speaking Area

- ▶ Camera
- ▶ Lighting
- ▶ Gestures/Movements
- ▶ Sound
- ▶ Device
- ▶ Background Props

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CONTEST DAY

Contest Chair

▶ Ask contestants and contest officials to arrive early, 30-45 minutes is sufficient

▶ As audience members to sign in at least 15 minutes early

▶ Provide guidance to the audience on how the platform is used.

▶ If a meeting format, ensure that judges are aware their webcams need to remain off during the entire contest in order to maintain anonymity.

▶ Tell audience members that they must keep their webcams turned off and microphones muted at all times

Online Speech Contest Statement (Contest Chair)

▶ The following must be read by Contest Chair at the start of the meeing:

▶ *By attending this remote Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.*

Ballots, Timers' Report, (Chief Judge)

▶ Each judge should be ready to submit their ballot digitally via the agreed upon communication method.

▶ Judges and timers should email their completed ballot to the chief judge and counters directly, or submit their ballot using an external messaging platform that allows file sharing

Submitting Ballots (Chief Judge)

▶ The official Judge's Guide and Ballot should be used and can be submitted in two ways:

- ▪ Complete the entire ballot, then screenshot and crop the bottom section of the ballot and only send the screenshot.

- ▪ Complete the bottom section of the ballot and leave the scoring section blank and submit the entire file.

- ▪ Either way, judges should keep in mind that the scores they gave each contestant should not be submitted.

Signing Ballots (Chief Judge)

► Ensure that each submitted ballot includes the judge's signature.

- They may use a digital signature on a fillable version of the ballot.
- They may use a stylus on their device to sign the ballot.
- They may sign the form and then email a legible photo of the signed form.
- They may take a photo of their signature and enter it on the ballot

Tabulating Votes (Chief Judge)

▶ Have all counters meet together with the chief judge to tabulate results. The chief judge can determine the method that should be used for counting.

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Expect the Best, Prepare for the Worst: Technology Failure

What to do when technology does not cooperate?

- Decide how you plan to respond should a technology issue cause a contestant or official to lose connection during the contest.

  - The chief judge decides how long the contest should be paused for in the event of a technical issue.

  - If a contestant loses connection during the contest but is able to regain connection, they should pick up their speech at the point where they left off. The contest chair can indicate the last word or sentence that was heard so they know where they lost connection.

  - If a contest official loses connection and you have a backup official to take their place, confirm the process for communicating with the backup official that they are needed.

  - An alternative means of reaching the contest chair/chief judge in the event of a technology failure, should be established