

## Combined\_2023 Area Contestants Briefing – Online – 2 days before the contest

1. All Contest Officials and contestants will register via Zoom.
2. The following Contest officials will be onsite for the day of the contest:
  - a. Contest Chair, Chief Judge, Both Timers, Both Ballot Counters, Audio Visual Tech, two Sergeants-at-arms
3. For this Briefing, remember to invite the Contest Toastmaster(s), Chief Judge, the timer, the Meeting Moderator/Zoom Master, and the 2<sup>nd</sup> place contestants.
4. Ask everyone, except judges, to sign in 15 minutes before the briefing session starts. Zoom Master will move the contestants into the Contestant's Breakout Room.
  - a. Judges' Briefing will take place on the same day. The Chief Judge will invite them to arrive 15 minutes after the start time for the contestants. The Zoom Master will move the judging team into the Judges' Breakout Room on arrival to the briefing.
5. **Reminder:** For Hybrid sessions, there are 4 breakout rooms, one of which will be the Main Contest Room on Contest Day.
6. Before the briefing, verify that you have all the paperwork for each contestant: Speaker's Eligibility and Contestant Profile. *You can use these documents to call the roll before the start of the briefing.*
7. **Introduce the primary timer.**

<b>Contest Chair Briefing</b>	<b>Contestants briefing on contest rules.</b> <b>(Ideally To be held 2 days before the contest via Zoom meeting)</b>	
	<p>Welcome to the Briefing for _____ <span style="color: red;">&lt;write in your Area or Division name&gt;</span> <u>Area or Division</u> Speech Contests.</p> <p style="text-align: center;">Laptop/Desktop is REQUIRED FOR CONTESTANTS AND THOSE FILLING CONTEST ROLES.</p>	
	<ul style="list-style-type: none"> <li>● First, let's verify that all of the contestants and the Contest Toastmaster for each contest are present.</li> <li>● Before we draw for speaking order, let's find out who will be competing online and who will compete in person. Please raise your hand and give us your name and contest if you plan to compete online. Chief Judge and Contest Toastmasters, please note the names.</li> </ul> <p>On the Day of the contest, the Table Topics competition will take place first. We will now use the <a href="http://wheelofnames.com">wheelofnames.com</a> to randomly draw for speaking order.</p> <ul style="list-style-type: none"> <li>● Contest Toastmasters and Chief Judge, please be sure to note the speaking order on your scripts.</li> <li>● We will start with the Table Topics Contests in Area order. We have prepared one wheel for each Area.           <ul style="list-style-type: none"> <li>● All the contestant names for the 1<sup>st</sup> Area Table Topics contest have been typed on the wheel. [ The first name drawn in the first spin is for the first contestant to present and then will be removed. The second spin provides the second speaker in the Table Topics contest and so on.</li> </ul> </li> <li>● Next, we'll do the same procedure for the International Speech Contests.</li> </ul>	

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	BEFORE THE CHIEF JUDGE LEAVES to brief the judges, discuss the following:	
<p><b>Contest Chair's Briefing with Chief Judge regarding Contest Toastmaster</b></p>	<ul style="list-style-type: none"> <li>● We need to coordinate these items:               <ul style="list-style-type: none"> <li>○ Before the contest starts, the Contest Toastmaster will ask you in front of the audience if the judges, ballot counters, and timers have been briefed.</li> <li>○ Thanks for bringing your primary timer to this briefing.</li> <li>○ <b>Primary Timer protocol:</b> <ol style="list-style-type: none"> <li>1. Please bring a laptop to the contest. You will be timing both the online and the onsite contestants.</li> <li>2. Although you will be in person, you will join the meeting on Zoom</li> <li>3. Please download the Contest Toastmasters virtual background colors.</li> <li>4. Rename yourself as "Timer"</li> <li>5. Use the Zoom reaction icon to raise your hand. This will place you in the first position on the Zoom View, making it easy for the contestants to pin you.</li> </ol> </li> <li>○ -Can you please demonstrate for our contestants?</li> <li>○ The Contestants will "pin" your square. You are to always keep your video on but will want to hide your face.</li> <li>○ The second Timer on-site will have colored timing cards or lights.</li> </ul> <p style="color: green;"><b>Timing for online contestants will begin after the Contest Toastmaster's introduction.</b> The chief Judge will go into detail with you during your briefing.</p> <ul style="list-style-type: none"> <li>○ A reminder Chief Judge that Ballots will be collected after each Table Topics Area Contest and after each Area International Speech Contest. <b>But all the Table Topics ballots will not be counted until after the final Area Contest. Likewise, all the International ballots will not be counted until the final International Area Contest.</b> However, so that the 2<sup>nd</sup> and 3<sup>rd</sup> Area contests may continue, please announce to the Contest Toastmaster that the next contest may begin. Or, if it is the last Area Contest, announce that contestant interviews may begin.</li> <li>○ Chief Judge, What is your contact information to share with Contestants in case of technology failure? Please enter it into the Chat.</li> <li>○ Thank you, Chief Judge and Primary Timer for attending. You may now leave to conduct your Judging team's briefing.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>● <b>For all Table Topics Contestants:</b> All Area contestants, except the 1<sup>st</sup>, will be moved with the Sergeant- at- Arms into the on-site holding or online breakout rooms until it is your turn to speak. During the 1 minute of</li> </ul>	

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Table Topics TIMING	<p>silence, the next Table Topics Contestant will be moved into the Main Contest Room until all have delivered their Table Topics speech. You may remain in the room after speaking.</p> <p><b>The Contest Chair will give the Contest Toastmaster three (3) envelopes numbered 1, 2, 3. The first contestant will be invited to the onsite or virtual stage prior to the contestant's introduction to select an envelope number. This will be the topic for all of the contestants in the first Area Contest.</b></p> <p><b>If the contestant is online, the introduction will be:</b></p> <p style="padding-left: 40px;"><b>““Will our first contestant enable your microphone and camera and pin the timer? When you have done so, please say READY.”</b></p> <p style="padding-left: 40px;"><b>Which envelope would you like, please choose 1, 2 or 3</b></p> <p><b>After the first online contestant announces the envelope number, then the Contest Toastmaster will begin the formal introduction by saying:</b></p> <p><b>Contestant's name, topic, repeat topic, repeat contestant's name</b></p> <p><b>If the first contestant is in person, the contestant will be invited to the stage. The Contest Toastmaster will ask the contestant to pick one of the envelopes. Once the envelope is selected, then the onsite introduction will begin:</b></p> <ul style="list-style-type: none"><li>○ Contest Toastmaster will introduce the contestant by giving the <b>contestant's name, and topic, repeat the topic, and repeat the contestant's name</b></li></ul> <p>Contestant will then say, "Thank you, Contest Toastmaster."</p> <p>Once the first Area Table Topics contest finishes, the judges' ballots will be collected. <b>Once the Chief Judge announces that the ballots are collected, we will move on to the next Area Contest.</b> If there is a 3<sup>rd</sup> or 4<sup>th</sup> Area Contest, the same protocol will be followed until the last Area contest takes place. <b>When the final Area Contest is concluded, the Chief Judge and ballot counters will move to their COUNTING room.</b> The Contest Toastmaster will then conduct Interviews of all of the Table Topics contestants in the order that you spoke. If you are a contestant in the International Speech Contest, you will not be interviewed until after the International Speech Contest.</p> <p><b>Note winners will not be announced until after the last International contest of the day.</b></p> <p style="padding-left: 40px;">For the Table Topics Contest, the timing is 1 to 2 minutes. To qualify, you must speak for a minimum of 1 minute and not more than 2 minutes and 30 seconds.</p> <p style="padding-left: 40px;">The <b>green signal</b> will be shown at 1 minute and remain displayed for 30 seconds</p> <p style="padding-left: 40px;">The <b>yellow signal</b> will be shown at 1 minute and 30 seconds and remain displayed for 30 seconds.</p>	
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<p>PROPS</p> <p>International TIMING</p>	<p>The <b>red signal</b> will be shown at two minutes and remain displayed until the speech is concluded</p> <ul style="list-style-type: none"><li>● <b>Now, we move on to additional briefing For all International contestants:</b></li><li>● Please confirm the title of your speech in the order that you will be speaking. Madame or Mister Contest Toastmaster, please make a note of the titles on your contest script.</li><li>● Moving on:<ul style="list-style-type: none"><li>● <b>International Contestants:</b> Your material must be your creation and credit must be given for any quotes. 25% or less of the speech may be devoted to quoting, paraphrasing, or referencing another person’s content and must be so identified during the speech presentation.</li><li>● <b>However,</b> During your speech, you cannot make mention of another contestant nor mention any part of another contestant’s speech.</li><li>● Will anyone be using props? <b><u>If you have Props, please have them ready before speaking and no later than during the 1 minute of silence between speeches.</u></b></li></ul></li></ul> <p><b>TIMING:</b></p> <ul style="list-style-type: none"><li>● Online contestants <b>will pin the person</b> serving as the primary timer who will show a computer screen with timing colors. The square with the raised hand that is named the timer is the one you will want to pin. To repeat, the timer will be renamed as Timer.</li><li>● On-site contestants will be shown the colored timing cards or the timing lights.</li></ul> <p>The International Speech contest timing is 5 to 7 minutes. To qualify, you must speak for a minimum of 4 minutes 30 seconds and not more than 7 minutes, 30 seconds.</p> <p>The <b>green signal</b> will be shown at 5 minutes and remain displayed for one minute.</p> <p>The <b>yellow signal</b> will be shown at 6 minutes and remain displayed for one minute</p> <p>The <b>red</b> signal will show at 7 minutes and remain on until you are finished speaking.</p> <ul style="list-style-type: none"><li>● As you heard earlier, but bears repeating. Both onsite and online contestants will have the opportunity to do a microphone check before speaking.</li></ul> <p>Online Contestants will hear: <b>“Will our next contestant enable your microphone and camera and pin the timer? When you have done so, please say READY.”</b></p> <p><b>The Contest Toastmaster will introduce you by saying: Your name, your speech title, repeating your speech title and repeating your name.</b></p>	
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	<p>For onsite International contestants, the Contest Toastmaster will introduce you by saying:  <b>The Contest Toastmaster will introduce you by saying:          Your name, your speech title, repeating your speech title and repeating your name.</b></p> <p>Your response for your microphone/Audio check will be: “Thank you, Toastmaster.”</p> <p><b>Timing will then begin with your first</b> uttered word after “Thank you Contest Toastmaster,” but will also include any other communication such as sound effects, a staged act by another person, etc.</p> <ul style="list-style-type: none"> <li>Protests can only be submitted by contestants and the judges. “Protests are limited to eligibility, originality, and reference to another contestant or his/her speech.” Protests must be launched with the Chief Judge and/ or Contest Chair before the awards are presented.  <b>Send a text message to me as your Contest Chair and one to the Chief Judge.</b></li> </ul> <p><b>The Zoom Master will now show online contestants how to hide all participants that are showing their video so you only see two tiles on your screen: yourself (to ensure you are staying in the speaking area) and the timer [the video of all audience members will be off, so this step may not be necessary.]</b></p>	
<p><b>TECHNICAL</b></p>	<ul style="list-style-type: none"> <li>Should technology issues occur during the contest to the degree that hinders the contest, the <b>chief judge can decide</b> to stop the contest and resume when the issues are cleared up.</li> <li>If only one contestant is impacted, the chief judge will pause the contest until the technology issue is resolved if it can be done in a reasonable time – usually within 5 minutes. The contestant will resume their speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified.</li> <li>If you experience disconnection from the Contest and have trouble re-connecting or connecting, call the Zoom Master, the contest chair or chief judge. Otherwise, they will contact you. Chief Judge’s contact information is: _____. Your Zoom Master’s contact information is: _____</li> </ul>	

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<p><b>Contestant Interview</b></p>	<ul style="list-style-type: none"> <li>There will be two sets of Contestant interviews. The first will take place at the end of the Table Topics Speech Contest when all the judges' ballots have been collected. The second group of Contestant Interviews will take place after the final International Speech Contest when all the judges' ballots have been collected. <b><u>A reminder that if you are competing in both contests, you will not be interviewed until after the International Speech Contest.</u></b></li> </ul>	
<p><b>SPEAKING AREA</b></p>	<ul style="list-style-type: none"> <li>All Contestants must be present when the Contest Toastmaster is introduced to begin the Contest. If online contestants are having technical difficulties getting into the contest, please contact the Zoom Master immediately at_____. Zoom Master will inform the Contest Chair and Chief Judge, who will let the Contest Toastmaster know.</li> <li><b>Online Contestants: Please join the Zoom meeting for the contest at least 30 minutes before the scheduled time.</b> To ensure that all online contestants are present, we will rename you as you arrive “your speaking order # + your name.” You will be placed in this Contestants’ Breakout room and moved to the <b>Main Contest Room 5 minutes</b> before the start of the contest.             <ul style="list-style-type: none"> <li>Again, The chief judge for this contest is_____. Contact information is_____.</li> <li>Onsite contestants are asked to arrive at least 30 minutes before as well so that you can check out your speaking area and work with the audio-visual tech to do a sound check.</li> </ul> <p>For our online contestants, your speaking area is roughly 3 to 5 feet from your camera. After any questions, we will collaborate with our online contestants to take a look at your speaking area so that you will know how far you can go to each side as well as forward and back without stepping out of the frame.</p> <ul style="list-style-type: none"> <li>are there any questions or concerns that you need to voice?</li> </ul> </li> </ul>	
	<p>Once the Onsite Contestants arrive and check-in, the Contest Chair will show you the speaking area. If clip-on or lavalier microphones are</p>	

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<b>SPEAKING AREA</b>	<p>being used, you will be fitted with one. Thank you for attending this briefing. If you wish, you may leave, and we will see you in 2 days.</p> <p>For online contestants, the Zoom Master, Contest Chair, and Contest Toastmasters will now work with each of you to review your speaking area.</p> <p>Online Contestants: You will want to make sure that you have</p> <ul style="list-style-type: none"><li>• Clear audio and video and that YOU'RE:</li><li>• Close enough to the camera to show facial expressions [e.g., within 3 ft of your camera, depending on the length of your tethered microphone.]</li><li>• Far enough away to show gestures</li><li>• Gestures - Side-to-side movements come across better than forward and back</li><li>• front-lit lighting is important to see facial expressions.</li><li>• remind friends/family that live with you not to interrupt you during the contest.</li><li>• put your laptop up on a box or stand so the camera is not tilted up at you. You want the laptop camera to be looking straight at you when you stand up.</li><li>• wear a contrasting color from your background.</li><li>• do not use a virtual background when giving your speech because parts of your body will randomly disappear.</li></ul> <p>. You are encouraged to stay in your visual space.</p> <ul style="list-style-type: none"><li>• Judges have been told that the meaning of "limitations of the online setting" is that they will likely not be able to see the contestant's entire body because you're speaking from a limited space." Also, they are not to take into consideration your audio or video quality. Yet, try to make it as clear as possible to be heard.</li></ul> <p>Finally, consider checking your internet speed &amp; stability by placing in your browser: the words, "internet speed test" – to get an immediate report.</p> <ul style="list-style-type: none"><li>• Show Online Speech Contest Webinar – begin at 23:22 for a demonstration of setting up each online contestant's speaking area. Or send them the link to review at their convenience.</li></ul>	
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Contestants: Zoom Master will place links in the chat for your review during this briefing session. Or view the following as soon as possible at <https://www.d26Contest Toastmasters.org/speech-contests/> :

### Documents

### [2022-2023 Speech Contest Rulebook](#)

**Best Practices for Online Speech Contests Document**  
**Online Speech Contest Guidelines webinar**

**Note that the webinar helps the online contestants to set up their areas to include such issues as lighting.**