

**2021 District 60**

**International Speech Contest**

**Responsibilities & Recommendations**

**ZOOM Tech Team responsibilities:**

* Providing technical support for supporting an online speech contest
* Manage the flow of various participants into the breakout rooms (judges in one room, Chief Judge, ballot counters and Timer in another room
* Manage the delivery of the Timer and Ballot counters results to the chief judge
* Provide a host and backup co-host to manage the technology
* Troubleshoot any technical problems during the contest

**TIP from ZOOM team:**

1. All participants should use the same laptop to access the ZOOM meeting the day of the contest as they will used to register for the event
2. If you are using a corporate laptop certain technologies may be blocked (i.e. google may block some technologies)

**Before the Contest**

**Contest Coordinator Responsibilities:**

* Provide a list of all contestants and officials including name, email and cell phone numbers to the ZOOM team, Contest Chairs and Chief Judge
* Responsible for ensuring all contest officials are identified via appropriate contest official, except SAA
* Ensure all officials have the forms they need to execute their role (via appropriate contest official).
* **There are two Timers. Ensure one Timer has their own timing cards or virtual background that can be clearly display the timing colours. The second Timer tracks the official time.**
* Ensure contestants and officials are familiar with ZOOM (can access the ZOOM link and enter)

**Before the contest:**

1. All contestants must use a webcam and microphone (via your computer or external) to ensure that they are visible and audible while delivering their speech. Contestants are responsible for providing their own technology at their own expense.

TIP: Download the free ZOOM and enlist someone with AV experience to help you practice your speech using your equipment. The better the equipment the better the video. Consider your lighting need and delivery location. For speech contests try to capture your body on the webcam from your knees up.

1. In case of technology failures during the contest, use another method of communication (beyond the online platform) to allow contest officials to communicate with the chief judge and contestants to communicate with the contest chair.

TIP: Texting is an appropriate method of communication. Provide the Contest Chair the cell number of all contestants. Provide the Chief Judge cell phone number to all judges, timers and ballot counters.

**Contestants’ responsibilities:**

* Be familiar with the ZOOM platform and be able to access ZOOM via the link provided and enter the meeting
* To provide their own technology including laptop, webcam, microphone and lighting
* Before the contest to practice their speech using the ZOOM technology
* Provide a cell phone number to the contest chair and ZOOM tech team

**Officials’ responsibilities:**

* Be familiar with the ZOOM platform and be able to access ZOOM via the link provided and enter the meeting
* Have all required forms available
* Timers have their own timing device that can be clearly displayed
* Provide a cell phone number to the chief judge and ZOOM tech team

**When Participants Enter the ZOOM Meeting**

* After connecting to ZOOM all participants will enter through the “main room” to start
* After officials have entered the main room they will be renamed by the ZOOM team based on their assigned role
* All contestants should sign in with full name
* Then the chief judge, judges, ballot counters and timers will be moved to the “Judges Briefing” room by the ZOOM host to be briefed by the chief judge
* The contest chair and contestants will be moved to the “Contestant” room by the ZOOM team to be briefed by the contest chair and the speaking order picked (pick names randomly in front of the camera for contestants to see)
* After the briefings – all participants are moved back to the “contest room” and the speech contest will begin

**During the Contest**

* All devises will be muted by the ZOOM team and unmuted for the Contest Chair and speaker when required
* **The timer with the signaling device keeps their webcam on** for the duration of the contest and ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
* **As a speaker is called upon – the speaker must “Pin” the timer to the taskbar so they are visible to the speaker. To do this go to the Timer’s picture and at the right is a blue box with 3 dots. Click on the box and select the “pin to taskbar” option**
* **It is recommended that the contestants have their own timing device at their location as a back-up**
* There will be 1 minute in between each speaker for the judges to complete their ballot
* When all the speakers are finished the Zoom team will move the judges, counters and timers to the “judges briefing room”
* The necessary Instructions will be provided to the chief judge, judges, ballot counters, and timers as to their communication method.
* The contest chair will interview contestants while ballots being counted
* Once the results are confirmed by the chief judge, all officials will be moved back to the “contest room”. The chief judge will communicate the results to the contest chair. The contest chair will announce the winners.

