

Online Speech Contest Tech

TLI January 30, 2021

Tech Things to Keep in Mind

IMPORTANT : Use Desktop Client (Laptop/PC) for those that are functionaries and contestants. Verify that you have the latest version of ZOOM for functionaries and contestants. The following advice and things we plan to show are from our learnings and this is our disclaimer. Please figure out all these details regarding your device and version, at least 5 days before your contest. If you reach out the day before, we may not have the bandwidth to help you figure out your issues.

Debugging Audio/Visual

- Select the right source
- Have a backup device if necessary
 - Use of phone as audio device (“Switch to Phone Audio”)

Meeting Setup

- What to set up the meeting with (zoom web)
 - Meeting Options
 - Off
 - Allow participants to join anytime
 - On
 - Mute participants upon entry
 - Enable Waiting Room
- Sharing the invitation
- Which Settings should be on/off
 - On
 - **Co-hosts**
 - **Breakout Rooms**
 - **Allow participants to rename themselves**
 - Screen Share (Host only) - Co-host can as well
 - Meeting Reactions
 - Virtual Background
 - Chat
 - Off
 - **File transfer**

Host

- Create co-hosts
- Create breakout rooms
- Set Chat to Everyone and Hosts

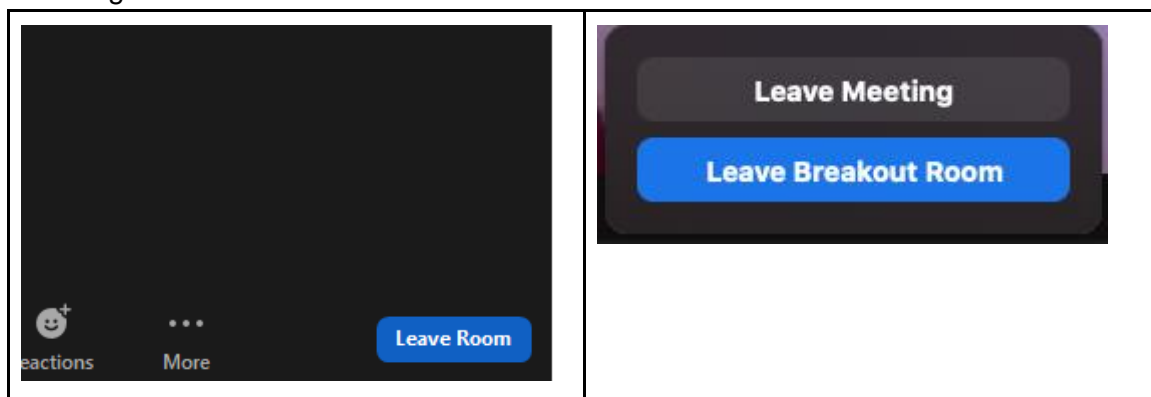
- Set Chat to Hosts during speeches/silence period
- Mute one person
- Mute all - If needed
- Turn off Video
- Spotlight one person
- How to remove spotlight

Co-Host

- If Tech Chair is unavailable due to task
 - Mute one person
 - Turn off video
 - Ask to turn on video

Contestants

- Hide Non-Video Participants
- Pinning the Timer is recommended but optional
- How to go in and out of breakout rooms



Process

Dry Runs

- Identify when they are going to spotlight
 - Make sure contestants and Toastmaster are comfortable with the flow
 - The Contestant comes in during the 1 min silence and is made co-host, and pins the timer, if they want.
 - Toastmaster asks the contestant "Can you see the timer?"
- Breakout Rooms
 - Practice with Contestants and the Toastmaster the communication and the flow
- Establish who to make co-hosts (functionaries)
- Make sure Contestants do their A/V check. On the day of the contest, minimize the time used for A/V check. The toastmaster can do a mini one for those who need it in the breakout room.

Contest

- *Before the contest*
 - *Set up 2 Breakout Rooms for Contest Speaking order, 1 for International Speech and 1 for Table Topics and open it up.*
 - *Allow people to select their rooms*
- *At the start*
 - *Know the order of the contestants and validate that the contestant name follows the speaking order*
 - *Make functionaries co-hosts*
 - *Simplify by not spotlighting dignitaries or functionaries*
 - ***When you have time*** - *Make a breakout room for Table Topics Contest*
- *Mute people and turn off videos if they are unmuted or have their video on when they're not supposed to*
- *When toastmaster asks to send contestants to breakout room, just open the room and validate all the contestants and the designated person move to breakout room*
- ***For Ballot Counting*** *setup breakout room during the last 1 min of silence and then assign Ballot Counters and Chief Judge to automatically move when opening breakout room.*

Lesson Learned

- *When confused follow the KISS method*
 - *Keep it simple*
- *Work with the Toastmaster and Contest Chair, where needed, to do the bare minimum, especially if you're new to being a tech chair.*
- *When Contestants are not ready during dry run with their actual setup, and choose to change on the day of or right before their speech, it will cause issues in terms of lighting and audio. (Recommended they test A/V in actual setting for the contest.)*
- *Being Tech Chair isn't hard, but what makes it hard is not familiarizing yourself with the things you might need to do during contest*
 - *Best way to prepare? Be a tech chair, BUT start with your club meetings. Get used to it.*

If you have last-minute questions—ideally 5 days or more before the contest—shoot us a message at tech@d101tm.org.