

# Zoom Contest Tips

## For Tech Chair

### Before the contest:

- Set up Zoom meeting through the Zoom web portal with the following settings:
  - Participant video off
  - Mute participants upon entry
  - Optional: enable “Join Before Host” function, so contestants can log in to test and practice before the contest.
- Under *Settings* and the *Meeting* tab, check the following:
  - **File transfer** - optional (Your Toastmaster/CC may want to share the agenda during the contest)
  - **Co-host** - on
  - **Screen share** - on
  - **Who can share?** - Host only (this also allows co-hosts)
  - **Meeting reactions** - on
  - **Allow participants to rename themselves** - on
  - **Breakout rooms** - on
- Send out the Meeting invitation with URL, Meeting ID, and password to all participants together with the agenda on the day(s) before the contest, mentioning:
  - Encourage everyone to check for Zoom updates - instructions at this [Link](#)
  - Remind participants to mute and turn off videos once the contest starts, especially late entry
  - Recommend participants use “Speaker View” for better viewing the speech
  - **Note: Talk with your Contest Chair to make sure only one person is sending out the reminder on the day of. Ideally details should be sent a couple days before the contest.**
- Prepare slides needed for the contest
  - You can use these slides as needed
    - [Contest Slides - Tech Chair](#)
  - Talk to your Contest Chair to see what else is needed
- Type notes in notepads for quick copy and paste later

### On the day of the contest (but before it begins):

- 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
- Share the screen showing the entry slide (if using) 10-20 min before the contest
- Assign the following as co-hosts:
  - Contest Chair
  - Toastmaster
  - Chief Judge

- Timer(s)
- Make sure contestants, functionaries, and dignitaries are named according to the naming convention: *Role - Name*. For Example:
  - SAA - FirstName LastName
  - AATimer - FirstName LastName (For Timer 1)
  - ABTimer - FirstName LastName (For Timer 2)
  - TT1 - FirstName LastName (for Table Topics contestant #1)
  - IS1 - FirstName LastName (for International Speech contestant #1)
  - Contest Chair- FirstName LastName
  - Toastmaster - FirstName LastName
    - If there are two Toastmasters, 1 for each contest, then follow this format  
TT Toastmaster and IS Toastmaster followed by a hyphen and their full names
  - BC - FirstName LastName (for all ballot counters, as order doesn't matter)

### **During the Contest:**

- At the start
  - Know the order of the contestants and validate that the contestant name follows the speaking order
  - Make functionaries co-hosts
  - Don't spotlight functionaries
  - **When you have time during when Chief Judge is talking** 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
- Prior to the Contestant being called or towards the end of the 1 minute of silence in between each speaker, make the contestant co-host. Once the contestant is done speaking remove co-host permissions.
- When toastmaster asks to send contestants to breakout room, open the room and validate that all the contestants and the designated person move to breakout room to toastmaster
  - Best way to do this is assign the contestants to the room and under options select 'Move all participants into breakout rooms automatically'
- **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.
- Once TM asks all judges to send their form to ballot counters, share the host screen showing 2 min silence slide (if using)
- During the interview, make the contestants co-hosts
- For the presentation of awards, share screen with the award certificates as announced

## **For Toastmaster and Contestants:**

**Note:** For a full checklist for Contest Chairs, Toastmasters, and Chief Judges, please refer to the [contest resources page](#) on [d101tm.org](http://d101tm.org)

### **Dry Run:**

- Audio/Video check
  - Each contestant should do this in the space they will compete in and with the device they will be using.
  - Check for adequate lighting and sound
- Practice renaming according to naming convention: *Role - Name*
  - TT1 - Name (Table Topics contestant #1)
  - IS1 - Name (International contestant #1)
- Practice moving in and out of breakout rooms
  - Flow of Contestant entering, being made co-host, unmuting, spotlighting, etc
- Practice the different views available for Contestants (speaker view, gallery view, spotlighting)
  - Keep in mind that the audience will have video off
  - Practice “hide non-video participants”
  - Instructions for doing this can be found here: [https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-#h\\_7fbf4fed-9ea2-44ed-83d4-11f1b7b689cd](https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-#h_7fbf4fed-9ea2-44ed-83d4-11f1b7b689cd)
- If a contestant plans to share their screen, and it is permitted by the rules, the Contest Chair and Tech Chair should be informed of this during the dry run.

### **On the day of the contest:**

- If needed before the contest begins, Contestants and Toastmaster enter breakout room to
  - Pick speaking order
  - Any last minute audio/visual checks
- Rename according to naming convention

## **For Chief Judges and Functionaries:**

- Virtual backgrounds for Timers can be found at <https://www.toastmasters.org/resources/timer-zoom-backgrounds>
  - Timers should NOT use a virtual background when holding up timing cards because the cards tend to take on the virtual background and disappear.
  - Assign a second signal Timer, in case the first Timer’s video fails.
- Remind judges to choose “Speaker View” (you can toggle this on in the upper right-hand corner), so he/she can see the speaker in the main window.
- The tech chair will set up a breakout room for ballot counting
- Decide the best method to collect ballots and communicate with your judges, e.g. whatsapp group, google group or others.
- Determine how to deal with objections, e.g. Whatsapp call, google meet, Zoom breakout room or others.