

All Participants – Cheat Sheet

A. Contest Format

Area and Division Contests will be held individually with specific start times as specified on the speech contest schedule page

<https://www.d25toastmasters.org/program-quality/speech-contest-schedule/>

This document covers the following roles

- i. Zoom good practices
- ii. Contest Chair
- iii. Toastmaster
- iv. Contestant
- v. Timers
- vi. Ballot Counters
- vii. Sergeant-at-arms
- viii. Judges
- ix. Chief Judge
- x. Zoom Master

B. Zoom good practices

Prior to the contest, all participants (helpers, contestants, Toastmaster, judges, contest Chief Judge, and Contest Chairman) should:

- a. Establish a quiet location with stable Internet connection
- b. Test audio/video connection
- c. Download Zoom plug-in and/or app AND test it
- d. Be familiar with Zoom features
 - Zoom Master – break out rooms; screen sharing; spotlight
 - Contestants – pinning a video; raise hand feature; mute
 - Contest Chair and Chief Judge – screen sharing
- e. Ensure email & adobe reader work properly (timers, judges, & chair & contestants)
- f. Join Contest Zoom URL 10-15 min earlier than the BRIEFING start time to test audio/video connection (link located on d25toastmasters.org)
- g. Remain on audio/video for entire contest
- h. Practice presenting on Zoom – free account available
- i. Operation of the zoom software and controls can be located at <https://support.zoom.us/hc/en-us/categories/200101697>

C. Contest Chair Overview

- a. Before the contest download and practice virtual Contest Chair briefing script
- b. After joining Zoom URL, rename yourself 'Contest Chair - your name'
- c. Send forms to Contestants – at minimum, a week prior
 - i. Originality and Eligibility – collect forms as they come. Collect any final forms on the day of contest; send to Chief Judge
 - ii. Contestant Profile - request returned prior to contest
- d. Accept invite from Zoom Master to Contest Chair breakout room to conduct briefing
 - i. Pick speech order for each contestant while on video
 - ii. Make sure someone provides the contestant order to the Chief Judge
 - iii. Receive Chief Judge briefing prior to the contest
 - iv. Do a live demonstration of the timing card with timer and contestants after rejoining main room

D. Toastmaster Overview

- a. Before the contest download and practice virtual contest script
- b. After joining Zoom URL, Rename yourself 'Toastmaster - your name'
- c. Prior to contest start, get contestant profile forms from Contest Chair
- d. Accept invite from Zoom Master to Contest Chair breakout room for briefing
 - i. Record contestant speaking order
 - ii. Make sure Chief Judge briefs before Contest Chair briefing or prior to the contest
- e. During the briefing, you will receive instruction on how to properly pronounce contestant names.
- f. During the contest read the script with enthusiasm and personality; follow the script.
- g. Receive results from Chief Judge and announce as written at the appropriate time in the script.

E. Contestant Overview

- a. Practice in the environment and set up used for contest – use free Zoom account to practice
- b. Complete contestant profile and email to contest chair at least 2-3 days before the date of the contest
- c. Accept invite from Zoom Master to Contest Chair breakout room for briefing
 - i. Contest Chair will pick speaking order
 - ii. Complete Eligibility and Originality form and email to Contest Chair on the day of the contest
 - iii. Have timing cards demonstrated after rejoining main room
- d. Recommendations for presenting
 - i. Webcam view should show a minimum of waist high and above; preferably a wider shot to show the speaker standing
 - ii. Speaking area is defined as the entire webcam view, so find what you feel the most comfortable with
 - iii. Test audio to ensure audibly clear at all times – use a headset or microphone if necessary
 - iv. Test video to ensure room is well lit – back lighting is not recommended
 - v. Dress appropriately as if you were at an in-person contest
 - vi. Make sure room is free of clutter to avoid running into things
- e. During contest
 - i. Audience will be muted
 - ii. Use 'Raise Hand' function in Zoom when asked by Toastmaster to show you are present
 - iii. Use virtual handshake with Toastmaster to verify audience can hear you – Toastmaster will prompt you before your speech with what to say
 - iv. Contestant interviews will be conducted in the order you spoke
 - v. Screenshots will be used for pictures of contestant interviews and winners with their certificates
 - vi. Protest originality by contacting the Chief Judge or Contest Chair by private chat or text prior to the results being read

- f. Zoom Master will change to spotlight video during the minute of silence
 - i. This view highlights the contestants video screen for all participants
 - ii. Make sure webcam for timing cards can be seen – look for Timer – timer’s name and ‘pin’ the Timer in your view. You may want to ‘pin’ yourself as well

F. Timer Overview

- a. Read and understand Timer process prior to contest
- b. Accept invite from Zoom Master to Chief Judge breakout room for briefing
- c. Both timers will time independently and submit a separate timing sheet – Chief Judge will use the time most advantageous to the contestant
- d. One timer will need to have colored backgrounds or timing cards or colored folders with Green – Yellow – Red written on them to hold up – this timer will be renamed ‘Timer – timer’s name.’ Other timer remains anonymous.
- e. Email uneditable timing sheet to Chief Judge using Print to PDF or screen grab (Snipping Tool or SnagIt) - ONLY send one method
 - i. Print-to-PDF
 - 1. <https://helpx.adobe.com/acrobat/using/print-to-pdf.html#win>
 - ii. Screen grab using Snipping tool
 - 1. Search for snipping tools in windows
 - 2. Open program, draw a box around the entire form to create a picture
 - 3. Email picture to Chief Judge
 - iii. Backup plan submission: picture, email with times; last resort is text message to Chief Judge

G. Ballot Counter Overview

- a. Accept invite from Zoom Master to Chief Judge breakout room for briefing
- b. Ballot Counters rejoin Chief Judge breakout room after last speaker
- c. Judges submit bottom of ballot to Chief Judge
- d. Chief Judge shares screen to show completed ballot and timer report
- e. Ballot Counters read ballot (as normal) and Chief Judge completes tally form
- f. Chief Judge completes notification of winner form on video
- g. All ballot counters review and agree on results and timing
- h. Remember that the ballot counters serve for both contests for an Area or Division

H. Sergeant at Arms Overview

- a. Stays in room with the TT contestants
- b. A message will be sent to the breakout room informing the SAA to send the next contestant - Have cell phone number of the Toastmaster as a backup method of communication
- c. Sergeant at Arms renames themselves(s) to ‘SAA – name.’

I. Judges Overview

- a. Arrive 10-15 minutes early at the URL as listed for your contest on the D25 contest schedule webpage
- b. Accept invite from Zoom Master to Contest Chief Judges breakout room to conduct briefing
- c. Complete the Judges code of ethics, print to pdf and send to the contest Chief Judge

- d. Do not pay attention to time. If you can understand the speech and table topics contestants do not penalize them for audio or video difficulties. The contest Chief Judge is responsible for monitoring time.
 - e. Email uneditable ranking Chief Judge using Print to PDF (after removing scores from above) or screen grab (Snipping Tool or Snagit) - ONLY send one method
 - i. Print-to-PDF
 - 1. <https://helpx.adobe.com/acrobat/using/print-to-pdf.html#win>
 - ii. Screen grab using Snipping tool or Adobe snapshot
 - 1. Search for snipping tools in windows
 - 2. Open program, draw a box around the entire form to create a picture
 - 3. Email picture to Chief Judge
 - iii. Backup plan submission: picture, email with times; last resort is text message Chief Judge
 - f. Judges remain anonymous
- J. Chief Judge
- a. Arrive 10-15 minutes early at the URL as listed for your contest on the D25 contest schedule webpage
 - b. Accept invite from Zoom Master to Contest Chief Judge breakout room to conduct briefing
 - c. Follow the guidance in the virtual Chief Judge reference
 - d. Rename yourself 'Contest CJ – name'
 - e. Ensure that you collect the judge eligibility and contestant eligibility forms
 - f. Conduct the Chief Judges briefing of the timers, ballot counters, judges, Toastmaster, Zoom Master, and Contest Chairman
 - g. Ensure the Tiebreaker Judge has their information and remains anonymous
- K. Zoom Master
- a. Arrive 30 minutes early at the URL as listed for your contest on the D25 contest schedule webpage
 - b. Establish breakout rooms including the Contest Chair Briefing, the Chief Judges Briefing, a Table Topics Contestants Holding Room, and a General Holding Room
 - c. Assign the contestants, sergeant-at-arms, contest chairman, and the Contest Toastmaster to the Contest Chair Briefing room.
 - d. Assign the judges, Contest Chief Judge, timers, and ballot counters to the Chief Judges briefing room
 - e. Ensure you can spotlight the participant and winner certificates with the participants and winners for a screen shot, as well as including multiple participants. Spotlight the Toastmaster and Area Director with the winner and share your screen with the certificate while the photographer captures the screen shot.
 - f. Attend briefing in the Contest Chair briefing room and contact Contest Chief Judge for a short briefing in that briefing room.
 - g. Mute attendees if they have distracting noises that interrupts the contest